



CITY COUNCIL WORK SESSION AGENDA
Budget Work Session - Recognition Groups - Group 1

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/88026621384?pwd=dUIrL2w5ZHAzRkZqQzJaT01ucVI5dz09>**

Dial-in: 301 715 8592

Webinar ID: 880 2662 1384

Passcode: 792377

Monday, May 6, 2024

7:00 PM

Budget Work Session Packet

Budget Work Session - Recognition Groups - Group 1

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 1.pdf](#)

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

[1 Concert Band FY25.pdf](#)

[2 Black History Culture FY25.pdf](#)

[3 Labor Day FY25.pdf](#)

[4 Community Orchestra FY25.pdf](#)

[5 GYBLL Application FY25.pdf](#)

[7 Greenbelt Soccer Alliance FY25.pdf](#)

[8 Greenbelt Municipal Swim Team FY25.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 6, 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 1

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Attachments:

Recognition Groups Work Session - Group 1.pdf

FY25 RG-GRP report.pdf

1 Concert Band FY25.pdf

2 Black History Culture FY25.pdf

3 Labor Day FY25.pdf

4 Community Orchestra FY25.pdf

5 GYBLL Application FY25.pdf

7 Greenbelt Soccer Alliance FY25.pdf

8 Greenbelt Municipal Swim Team FY25.pdf

Recognition Groups Work Session
May 6, 2024
In-Person & Via Zoom

7:00 p.m.	Greenbelt Concert Band
7:15 p.m.	Black History and Culture Committee
7:30 p.m.	Labor Day
7:45 p.m.	Community Orchestra
8:00 p.m.	Greenbelt Youth Baseball
8:15 p.m.	Greenbelt Business Alliance
8:30 p.m.	Greenbelt Soccer Alliance
8:45 p.m.	Greenbelt Municipal Swim Team

Followed by Miscellaneous Funding Groups

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
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 Concert Band

Year of founding: 1962 Website: greenbeltconcertband.org

Social media: facebook

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

2. Contact person: Name Danielle Celdran Position General Manager

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?

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

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

The Concert Band and Wind Ensemble have had a very successful season of concerts in Greenbelt

including concerts in the Community Center, Buddy Attack Park, the American Legion, and the Green Ridge House. Concerts

were also given at Leisure World and the Mormon Visitor's Center as well as several Senior's facilities.

The Band has grown with new membership including several Greenbelt residents that have joined. We look forward to

continued growth and quality performances.

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: 45 % Greenbelt residents 16%
% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 12.5 % % 60+ yrs. 4 %

Briefly explain whom you have included in these figures.

All Band members.

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: 2000 % Greenbelt residents 80%
% ages 12 and under 10 % 13-17 yrs. 10 % 18-59 yrs. 50 % 60+ yrs. 30

Briefly explain whom you have included in these figures.

audience members

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: 8 % Greenbelt residents 25%
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 12.5% % 60+ yrs. 12.5%

Briefly describe the volunteers' activities.

Serve on Board of Directors as leaders

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: Greenbelt Concert Band

Danielle Celdran

General Manager

1/22/2024

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)
Joan Rackey	Music Director	no
Danielle "Li'l Dan" Celdran	General Manager	yes
Alice Kreisle	Librarian	no
Paul Quillen	Treasurer	no
Caroline Cherrix	Personnel Manager	no
Kathy Bartolomeo	Equipment Manager	yes
Chris Porter	Publicity Manager	no
Tom Cherrix	Conductor Emeritus	no

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

The Band appreciates the continuation of in-kind services including room reservations in the Community Center for rehearsals

on Monday evenings (Concert Band) and Tuesday afternoons (Wind Ensemble). In addition we request the continuing provision

of storage space for equipment and file cabinets for our music library. A public address system and Concert Seating in the Community center are appreciated.

The Band requests the continued direct support of our Music director by the City Council at \$3,600 as in previous years.

12. Electronic Signature

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

Signature Danielle Celdran Date January 22, 2024

Role within the organization General Manager

January 15, 2024

Letter to the Greenbelt City Council
From the Greenbelt Concert Band

Dear Greenbelt City Council Members,

The Greenbelt Concert Band is deeply appreciative that the City Council has approved our past petitions requesting the Council to directly fund the salary of our Music Director for \$3600 per year (as a support contractor to the City as had been done in previous years) rather than through the Operating Grant process that required matching funds.

The purpose of this letter is to again petition the City Council to directly fund the Band's Music Director as in years past at the same funding level of \$3600. Due to our establishment of a 501(c)3 tax exempt status and enhanced fund-raising, including significant voluntary contributions from Band members, we have raised sufficient funding to cover our operational costs. Because of our enhanced efforts in fund raising, we no longer request matching funds from the City Council and will meet all operational costs internally. Our hope is that the Council will continue the direct funding of our Music Director now and in years to come.

Because we are no longer requesting operational funding, we have submitted a Basic Certification (for in-kind services only) application.

Respectfully yours,

Danielle "Li'l Dan" Celdran

General Manager, Greenbelt Concert Band

[REDACTED]

[REDACTED]

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1. Name of organization: _____

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

Social media: _____

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

2. Contact person: Name _____ Position _____

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?

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.

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: _____ % Greenbelt residents _____

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

Briefly explain whom you have included in these figures.

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: _____ % Greenbelt residents _____

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

Briefly explain whom you have included in these figures.

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

Total number of supporting volunteers: _____ % Greenbelt residents _____

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

Briefly describe the volunteers' activities.

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: _____

NAME	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

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

SEX OFFENSES

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Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

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- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
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Name	Role	Greenbelt resident (yes/no)

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

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 _____ Date _____

Role within the organization _____

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 Labor Day Festival Committee

Year of founding: 1955 **Website:** <https://greenbeltlaborday.com>

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

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

2. **Contact person:** Name Karen Yoho Position President

Telephone [REDACTED] E-mail [REDACTED]

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

[REDACTED]
[REDACTED]
[REDACTED]

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

- To organize and safely operate a family-oriented Festival in Greenbelt during Labor Day weekend for the enjoyment of its residents.
- To encourage civic spirit and unity through community-wide participation.
- To help non-profit organizations to raise money by facilitating their operation of booths and other approved activities during the Festival.
- To encourage the development of the talents of the citizens, especially the young people, through exhibitions and competition.

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

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

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

Total number of active participants: 1,000 % Greenbelt residents 80%

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

Briefly explain whom you have included in these figures.

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

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

Total number of spectators: 3,000 % Greenbelt residents 80

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

Briefly explain whom you have included in these figures.

 Festival attendees, parade watchers.

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

Total number of supporting volunteers: 75 % Greenbelt residents 95%

% ages 12 and under % 13-17 yrs. 20 % 18-59 yrs. 50 % 60+ yrs. 30

Briefly describe the volunteers' activities.

___Planning for the annual Festival, volunteering on site _____

9. **BACKGROUND CHECK VERIFICATION**

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

Please check where applicable for your organization.

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

Parent Organization: _____

NAME	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

Name	Role	Greenbelt resident (yes/no)
Karen Yoho	President	yes
Kathy Reynolds	Secretary	yes
Jon Gardner	Treasurer	yes
Linda Ivy	At Large/Entertainment Chair/Past President	yes
Donna Peterson	Vice President	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.*

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

12. Electronic Signature

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

Signature KAREN YOHO Date March 11, 2024
 Role within the organization President

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
Anne Gardner	yes	Founder, president	board, volunteer
Susan Stewart	yes	Vice president, concertmaster	board, volunteer
Sarah Rusk	yes	Secretary	board, volunteer
Sarah Wissel	no	Treasurer	board, volunteer
Katie McCarthy	yes	At-large board member	board, volunteer
Derek Maseloff	yes	Conductor 1	volunteer staff
Seth Glabman	no	Conductor 2	volunteer staff

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

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

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 x 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: 6 % Greenbelt residents _____
 % ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 75 % 60+ yrs. 25

Briefly describe the volunteers' activities.

Our 2 conductors are volunteers. Additional volunteers set up chairs for rehearsals, help set up for concerts and maintain the orchestra Facebook page.

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: 55 % Greenbelt residents 42%
 % ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 80 % 60+ yrs. 20

Briefly explain whom you have included in these figures.

14. Musicians playing in the orchestra. 15. Audience members

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: 200 % Greenbelt residents 75%
 % ages 12 and under 10 % 13-17 yrs. 5 % 18-59 yrs. 40 % 60+ yrs. 45

Briefly explain whom you have included in these figures.

14. Musicians playing in the orchestra. 15. Audience members

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.

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(i.e. – legal parents/guardians are always present with minors)*
- ☒ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Anne Ga Anne Gardn Founder/presid 2/5/24

NAME	SIGNATURE	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

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

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- **All Sex Offenses** – *Regardless of the amount of time since offense.*
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Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

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Examples include: simple assault, battery, domestic violence, hit & run, etc.
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B. FINANCIAL INFORMATION

- 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
Total revenues		\$1,200
Total expenses		\$800
Net profit/loss		\$400
Unrestricted year-end cash balance*		\$400
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:

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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	\$1160	Sheet music and rights to perform it, printing
h. Equipment purchases		
i. Equipment rental		
j. Marketing and outreach	\$100	News Review ads, printing programs
k. Travel and lodging		
l. Food/catering		
m. Awards		
n. Other		
o. Other		
p. Other		
Total Expenses	\$1,260	

INCOME	Amount	Description
a. Sales of goods		
b. Admission fees		
c. Tuition		
d. Fees for services rendered		
e. Membership dues, registration fees		
f. Corporate support		
g. Foundation support		
h. Individual donations	\$420	
i. City of Greenbelt support	\$840	
j. Other grants		
k. Organization's savings and/or interest income		
l. Other*		
m. Other*		
n. Other*		
Total Income	\$1,260	

** 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 Anne Gardner Date 4/5/24
 Your role within the applicant organization Founder/president

Proposed project: Black History Month concert by Greenbelt Community Orchestra

a. Impact. Greenbelt Community Orchestra intends to provide its 50 musician members and the community with an opportunity to learn about the works of Black composers, in conjunction with Greenbelt's Black History Month programming in February 2025.

This free concert, which would take place on the last Sunday of February in the community center gym, would allow any member of the public to experience these important works, which are often absent from other classical music performances. The orchestra's inaugural concert, in November 2023, drew a large and enthusiastic audience of approximately 200 people from the local community, ranging from children to seniors. We expect the Black History Month concert to draw this audience again and to attract a diverse population from Greenbelt and the surrounding area through our promotion of this special program of Black composers.

This concert will also allow the musician members to learn and perform a more diverse repertoire. As the only amateur orchestra in Prince George's County, we already provide a unique opportunity to our members to play together in an orchestra. String players are particularly underserved, as they are not able to play in the local bands. Additionally, this ensemble has, so far, been limited to performing music that is in the public domain and available free online. This means that we perform works of classical composers, such as Mozart, Beethoven and Schubert, who are all White men. Music by Black composers is less freely available and played much less often. This may be the first opportunity many of our musicians will have to explore a more diverse selection of musical scores, such as music by Florence Price and William Grant Still.

To further the educational and cultural impact of this concert, we plan to invite a musicology expert from the University of Maryland to speak during the concert about the context for the music. One of our members, a recent UMD graduate in music, has contacts in the musicology department and is willing to set this up for us.

b. Feasibility. This special project is only possible with financial support to rent the sheet music and pay for the rights to perform the pieces, as very little of this music is in the public domain. We have received quotes from the publishing companies for the pieces we plan to play. Some parts will come to us in digital format, so we will also need to pay to print them.

Draft program:

Quinn Mason Symphony No. 5 "Harmonia"
 Florence Price "Adoration" arr. Robert Jones
 William Grant Still "Afro-American" Symphony
 Duke Ellington arr. Custer

We would rehearse the music at our regular weekly rehearsals in the community center. Each of our two conductors has selected pieces for half the program.

We have already contacted the city's Black History Month committee with our proposal, and they are in full support. We will work with them to schedule the concert, and will assist with publicity for the event through our channels.

We will also encourage the guest speaker from the UMD musicology department, once secured, to promote the concert within the department.

c. **City Support.** City funds would be used to pay for the rental of the sheet music and the rights to perform it. The city would also provide the use of the gym, chairs for the musicians and the audience, and staff support for setup and breakdown of the chairs. The orchestra will match the City's support by tapping into donations received to date and in the future.

2. Organizational capacity:

a. Programming history.

Our first concert, in November 2023, was a huge success and was very well attended by community members, with standing room only. We were given donations by many audience members as well as by some members of the orchestra itself. We are planning additional concerts in March, June and November, 2024.

We publicize our events with fliers throughout the community, notices in the News Review, Facebook posts (on both our orchestra page and groups such as Greenbelters) and via email lists, as well as word of mouth by our musicians.

We took part in several outreach activities in the community during 2023, including an Information Day table at the Labor Day Festival, and having a string quartet play at the Farmers Market and at a Parents Night Out at the Community Center.

b. Diversity, equity and inclusion.

The musicians in the orchestra span a range of ages, from recent college graduates to seniors, and a range of races and ethnicities. All are welcome to join us, until we reach capacity in any given section. Where we have already reached capacity, e.g. in the flute and percussion sections, we are intending to rotate musicians in and out for different concerts to maximize each musician's playing time while maintaining balance across the ensemble.

We do not currently have any musicians under 18, but if any would like to join, then we will ensure that either a parent is present at all rehearsals, or that our conductors have completed the background check.

We have not identified any barriers to diverse participation in the orchestra. By dedicating a concert entirely to music by Black composers, we hope to attract more racial diversity in both the orchestra and the audience.

c. Financial history.

Most of our activities so far have been free, since the rehearsal and concert spaces have been provided free by the city, we have been playing primarily music that is in the public domain and that musicians can download for free themselves, and our conductors are volunteers.

Since we have not so far charged dues to our members and we do not charge admission to the concerts, we have relied on donations to cover the few expenses that we have incurred. Orchestra and audience members have been generous in response.

A string quartet from the orchestra played for tips and for outreach purposes at the Farmers Market in October, and we hope to have more small ensembles perform at the Market next season.

Our expenses include ads in the News Review for our concerts, the domain name for our website, and the fees to file the paperwork to incorporate and become a nonprofit. We are also hoping to play Aaron Copland's music for the film *The City* at our June concert, and we will need to pay for the rights and the rental of the sheet music since this is not in the public domain.

List of programs from current fiscal year:

November 19, 2023 concert:

Mozart – Overture: The Impresario

Mozart - Symphony #40

Seth Glabman – Soundscape Rhapsody

Elgar - Serenade for Strings

Weber – Overture: Peter Schmoll

March 17, 2024 concert: (draft program)

Grainger - Children's March and Irish Tune from Derry

Schubert - Symphony #8

Saint-Saëns - Suite in D major

Mendelssohn - string symphony #2

June 2, 2024 concert: (draft program)

Aaron Copland - music for The City

Other music TBD – possibly including a collaboration with children from the dance studio (or this might happen at the November 2024 concert)

Bios

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

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

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

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



GREENBELT BLACK HISTORY and CULTURE COMMITTEE

blackhistoryandculturegb@gmail.com

January 28, 2024

To Who It May Concern:

The Greenbelt Black History and Culture committee fully supports the Greenbelt Community Orchestra to give a concert of music by Black composers as part of the Black History Month schedule in February 2025. Our committee will work with the orchestra on the logistics of planning and advertising for the concert.

We are looking forward to this concert in 2025.

Sincerely,

Lois Rosado, Ed.D.

Chair

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

The committee will design programs with the purpose and goal of celebrating and honoring the African American diaspora.

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

A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Youth Baseball Little League
2. **Year of founding:** 1951 3. **Website:** www.gyblittleleague.org
4. **Social media:** Facebook page
5. **Federal tax ID # (if applicable):** [REDACTED]
6. **Contact person:** Name [REDACTED] Position Treasurer
 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?**

Our mission is to offer children, ages 4 to 14 years old, the opportunity to develop good sportsmanship, character, courage, loyalty, and respect for authority by engaging in supervised competition. We strive to provide ongoing athletic, recreational, and service opportunities for our participants.

8. **Please indicate the amount of your request here** 10,500 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

Any grant funds we receive will go toward ongoing operational expenses, including: umpires, insurance, uniforms, web site charges, and replacement baseball equipment, such as bats, balls, helmets, and catchers' gear. The additional \$500 will go towards reimbursing the Pepco bill that is tied to our account at McDonald Field.

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.*

Any funds that are left over from one year to another is planned to improve the organization. For example, during FY24, GYBLL is planning on improving many aspects such as major purchases of equipment (pitching machines), upgrading facilities (batting cage) and other similar upgrades.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary, 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 280 July 2023-June 2024 300 July 2024-June 2025 (Projected) 320

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

% ages 12 and under 90 % 13-17 yrs. 10 % 18-59 yrs. 0 % 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 160 July 2023-June 2024 180 July 2024-June 2025 (Projected) 180

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

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

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/Role	Term length
Andrea Lopez	No	President	One year
Patrick Keaton	Yes	Treasurer	One year
Troy White	Yes	Coaching Coordinator	One year
Craig Hebert	Yes	Player Agent	One year
Richard Williamson	No	League Coordinator	One year
James Heagy	Yes	Umpire in Chief	One year
Cindy Gonzalez	No	Board Member	One year

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

As with many youth organizations - especially those which are sports oriented the leadership, coaches, etc. are adults, while the participants are children. In terms of gender, the representation is roughly the same in terms of percentages in the adult leadership and youth participants. 1-2 per game

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

Employees

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>
Umpires	1-2 per game	2-6	Umpire for games of the minors, intermediates, and junior levels

Independent contractors and consultants

Role	# of contractors Individuals or companies
Umpire games when needed	1-2 per game

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 90 July 2023-June 2024 90 July 2024-June 2025 (projected) 90

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

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

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

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

5. 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: Little League

Patrick Keaton

Patrick Keaton

Treasurer

2/5/2024

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.

- 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	None			
b. Consultants' fees	None			
c. Contractual personnel	Umpires	5100	4500	4500
d. Facility rental	Community Center Gym	90	90	90
e. Online services	Zoom	160	180	180
f. Dues, memberships, league fees	None			
g. Utilities	Pepco	638	1000	1000
h. Insurance	Little League and Fall Ball Insurance	2742	2800	2800
i. Supplies and materials	Bingo supplies, tournament supplies, etc	5085	5000	5000
j. Equipment purchases	Bats, balls, safety gear, uniforms	20894	22000	23000
k. Equipment rental	None			
l. Marketing and outreach	Ads, signage	340	1000	500
m. Travel and lodging	None			
n. Food/catering	None			
o. Awards	End of the year celebrations	1895	2000	2000
p. Grants	None			
q. Payment of debt	None			
r. Taxes	None			
s. Other	Administrative (PO Box, etc)	259	250	250
t. Other	Tournament fees	718	800	800
u. Other	Field Permits - PGC Parks Rec	715	800	800
Total Expenses		38636	40420	40920

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	Bingo, snack sales	8236	8000	8000
b. Admissions	None			
c. Tuition	None			
d. Fees for services rendered	None			
e. Membership dues, registration fees	Registration	22446	24000	25000
f. Corporate support	Sponsors		500	500
g. Foundation support	None			
h. Individual donations	Parent Donations	500	0	0
i. City of Greenbelt support	Operating Grant	10300	10500	10500
j. Other grants	None			
k. Other*	Various Fundraisers	994	1100	1200
l. Other*				
m. Other*				
Total income		42476	44100	45200
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)		3840	3680	4280
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*	4336.53	5000
b. Restricted operating funds **	0	0
c. Restricted capital funds**	0	0
d. Investments	0	0
e. Endowment balance	0	0
f. Planned giving commitments	0	0
Total Financial Reserves	4336.53	5000

*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. None			
b. None			
c. None			
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)	Administrative, managerial, technical, and coaching volunteers	70000	70000	70000
b. Other waived fees	Field Rental Fees	10000	10000	10000
c. Donated equipment	None			
d. Donated supplies and materials	None			
e. Donated travel and lodging costs	None			
f. Donated space rental	Meeting rooms	1000	1000	1000
g. Other				
Total In-Kind Contributions		81000	81000	81000

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 X

Date of expense	Description of reimbursed expense	Amount
3/16/2023	Equipment and Pepco	2937.71
5/9/2023	Uniforms	6863
5/15/2023	Pitching Machine	499.29
	Total:	10,300

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: None Title: President
 Name: Craig Hebert Title: Player Agent

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 Patrick Keaton Date 2/5/2023

Your role within the applicant organization: Treasurer

Greenbelt Youth Baseball Little League (GYBLL)

Narrative FY 25

Program History and Impact

1. Organizational history and activities

Greenbelt Youth Baseball was incorporated in 2016, but continues a tradition of organized youth baseball in Greenbelt dating back to 1951. In 2019, Greenbelt Youth Baseball joined Little League (now known as Greenbelt Youth Baseball Little League (GYBLL)) and now participates in the various activities that Little League provides. This includes playing games with other leagues in our District, such as Laurel and South Baltimore, as well as playing in the state tournament at the end of the season. This provides new opportunities for both our players and the city as a whole. Teams from other areas will visit Greenbelt to play regular season games. In July 2023, we hosted our first tournament through Little League, bringing even more visitors to our city. It was a success and we plan on hosting another tournament in 2024.

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

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

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

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

2. Partnerships

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

3. Personal benefit

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

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

4. Community benefit

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

Organizational Effectiveness

5. Diversity, equity and inclusion

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

6. Marketing, outreach and evaluation

GYBLL reaches prospective participants by advertising in the Greenbelt News Review; publishing announcements in social media such as Facebook and email list-serves; and, when possible, communicating using area schools. Feedback is often received via face-to-face conversations. We have also purchased several reusable signs in January 2024 that we can use to promote the league.

7. Challenges

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

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

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

8. Goals

As our organization continues to grow, we hope to continue with even more participants. We want to improve the level of competitiveness within our organization. This will enable the participants from our

league who choose to continue playing as they get older to compete with other athletes as they move up to the next level of play. Also, we aim to increase participation and expand to more teams.

9. City support

During the past fiscal year, we were approved to receive \$10,000 in support from the City of Greenbelt. For the fiscal year 2024, we are requesting \$10,000, plus an additional \$500 to cover the extra Pepco bill. The primary request of \$10,000 funds will be used primarily to provide uniforms and equipment for the league teams. As in past years, we request continued use and maintenance of baseball fields for practices and games. We are very thankful for the support that we have received from the city over the years and we look forward to the opportunity to continue this relationship. In the review of the past Pepco bills, we believe that the \$500 will be more than sufficient to cover the electricity costs for the months that we do not have any activities (December – February). For reimbursement, we will submit the bills for those months.

10. Matching funds

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

In past years, GYBLL sold various goods via a concession stand, mainly from the Snack Shack located at McDonald Field. For the 2023 Spring season, the league sold goods during the tournament. One important component of those sales was utilizing pizzas being bought (at a reduced price) from both DMV Pizza and Generous Joes in Greenbelt. We feel it is important to include local restaurants so that we can promote them.

GYBLL is proud to be a part of the Greenbelt Labor Day Festival by providing Bingo. It was an amazing experience and we feel the entire event was a success. In all, the league made close to \$4,000 in profits from the event in September 2023. Our goal is to utilize some of that money to help with the storage issues that we have at many of our fields, and to make some improvements to the equipment such as pitching machines and pitching mounds.

We have several community organizations and commercial enterprises who are sponsors. We hold other fundraising events throughout the season. We also have held several fundraisers with local restaurants during which a percentage of their sales are donated to us. Finally, we have GYBLL gear (shirts, hats, etc.) for sale through our website.

Explanation of cost variances FY 25

GYBLL

General comment:

A majority of our numbers (income, expenses, participation, etc) occur during the spring of the fiscal year. Therefore, the numbers for the current fiscal year (2024) are all estimates. However, the numbers from the fall, such as the costs and income from bingo are included in the estimates and help provide accurate estimates.

The number of players were slightly higher than anticipated for the Spring 2023 season. This led to slightly higher expenses, but also higher income. The overall amount of change is proportional.

Increase in advertisement costs:

In January 2024, the League purchased several reusable signs that can be placed around the area to promote the league. This cost is included in the estimate for the current fiscal year, and was not included in projected years.

Increase in Pepco costs:

There has been a significant increase in the Pepco costs. The city installed a wall heater that will be used during the winter to keep the water pipes from freezing. This increases the costs, which is why the requested additional amount for the Pepco costs was raised from \$300 to \$500.

Greenbelt Youth Baseball Little League
Programs

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

Greenbelt Youth Baseball Little League Board

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

Board Members

Andrea Lopez - President

Patrick Keaton - Treasurer

Player Agent - Craig Hebert - Player Agent

Troy White - Coaching Coordinator

Richard Williamson - League Coordinator

Jim Heagy – Umpire in Chief

Cindy Gonzalez - Board Member

Officer Descriptions

President - Andrea Lopez

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

Treasurer - Patrick Keaton

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

Player Agent - Craig Hebert

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

Coaching Coordinator - Troy White

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

Richard Williamson - League Coordinator

Shall set up and manage the league's official website (site authorized by Little League International). Shall manage the parent involvement and volunteer program. Shall collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media.

Jim Heagy – Umpire in Chief

Shall coordinate all umpiring duties within the League by acting as the point person with the contracted umpires during spring season. Shall develop methodology to be used to improve the experience with the umpires, such as reducing the costs by overseeing the training of volunteer umpires.

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

A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Soccer Alliance, Inc.
2. **Year of founding:** 2010 3. **Website:** http://www.greenbeltsoccer.org/
4. **Social media:** N/A
5. **Federal tax ID # (if applicable):** [REDACTED]
6. **Contact person:** Name Jonas Cadwallader Position Board 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?**

We provide young soccer players with the opportunity to play soccer in a supportive and rewarding environment that emphasizes fun, enjoyment and skill learning, at a level that fits his/her interest and ability.

8. **Please indicate the amount of your request here** \$4,000 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

We seek sufficient funds to offer a \$35 discount (50% of fees) to all Greenbelt residents playing in both our fall 2023 and spring 2024 seasons, as well as another significant discount to players on the reduced price meal program. Since the spring season 2019, we expanded our recreational program to support PreK and Kindergarten age players through 8th grade levels.

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

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.*

We have returned to more normal levels of equipment purchases and consulting in 2023 and expect similar conditions in 2024. Expenses are up significantly, especially the cost for professional coaching services. We may need to increase the cost of registration in FY2024 at some point to offset these increased expenses.

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 200 July 2023-June 2024 316 July 2024-June 2025 (Projected) 320
Current year: % Greenbelt residents/organizations 50 % Non-residents/organizations 50
 % ages 12 and under 94 % 13-17 yrs. 6 % 18-59 yrs. 0 % 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 200 July 2023-June 2024 316 July 2024-June 2025 (Projected) 320
Current year: % Greenbelt residents 50 % Non-residents 50
 % ages 12 and under 94 % 13-17 yrs. 6 % 18-59 yrs. 0 % 60+ yrs. 0

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/Role	Term length
David Whiteman	Yes	Former Board President, At-Large	At-Large
Jones Cadwallader	Yes	Board President	2024
Jose Tillard	Yes	Treasurer	2024
Thomas Earles	Yes	Former Grants Committee	2024
TBD	N/A	Secretary	N/A
Patrick Gleason	Yes	Board Member At-Large	At-Large
Elizabeth "Ellie" Twedt	Yes	Registrar	2024
Joel Cahalan	Yes	Registrar	2024
Beissi Chang Lee	Yes	Board Member, Marketing General Manager	2024
Erik Blaufuss	Yes	Former Vice President, At-Large	At-Large
TBD	N/A	Board Vice President	N/A

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

Yes; we have exceptional representation for the City of Greenbelt in which we were founded and in which we pay taxes. Approximately 50% of our players are from the City of Greenbelt as well. We have a member on the board who is spanish speaking and provides us the opportunity to translate our messaging into both English and Spanish. Representation is very important to us and we are always on the lookout for Volunteer members from our Volunteer Coaching group to help our leadership to be as diverse as the communities we serve. Last season, were able to team with the Boys and Girls Club of Greenbelt to serve a more diverse socioeconomic group which we hope to do again if given the opportunity.

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 Individuals or companies
Professional Trainer for Rec Program	1

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

Patrick Gleason, Parks and Recreation, Job Title : Unknown

It brought to our attention in FY 2023 that Patrick Gleason has at times worked for City of Greenbelt though at the preparation of this document, it is unknown what Job Title this falls under.

4. Volunteers

July 2022-June 2023 36 July 2023-June 2024 36 July 2024-June 2025 (projected) 36

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

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 99 % 60+ yrs. 1

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

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

5. 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: MSYSA (Maryland State Youth Soccer Association)

Jonas D Cadwallader

NAME

SIGNATURE

Board President 2/03/24

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	Professional coaching and coach training	5841	8067	9000
c. Contractual personnel				
d. Facility rental	Field Rental	112	35	35
e. Online services				
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance	Player Insurance	757	1700	2000
i. Supplies and materials				
j. Equipment purchases	Soccer Balls, Goals and First Aid Supplies	1830	3100	0
k. Equipment rental				
l. Marketing and outreach	Outreach	0	751	750
m. Travel and lodging				
n. Food/catering	2 x End of Season Pizza Party	220	1052	1000
o. Awards	Player Scholarships	0	1764	0
p. Grants				
q. Payment of debt				
r. Taxes	City, County, State Taxes	420	77	200
s. Other	Website Fees	10	10	10
t. Other	Coaches Uniforms	105	0	100
u. Other				
Total Expenses		9,295	16,556	13,180

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		10504	11800	12000
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support		1620	4000	4000
j. Other grants	City of New Carrollton	2,500	0	0
k. Other*	Credit card Cash back	23	32	30
l. Other*				
m. Other*				
Total income		14,647	15,832	16,030
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)		5352	(724)	2850
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)		724	
	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*	9650	3653
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	9650	3653

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

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

N/A

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2023 (Last Fiscal Year)	Projected: loan balance as of June 30, 2024 (Current Fiscal Year)
a. Jonas D Cad	Outstanding checks	5131	
b. Jonas D Cad	Refunds for Winter Season		900
c. Jonas D Cad			
Total Debt		5131	900

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)		40,000	40,000	40,000
b. Other waived fees				
c. Donated equipment				
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. Donated space rental				
g. Other				
Total In-Kind Contributions		40,000	40,000	40,000

Use of Past Grant Funds

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

Most recent year of City grant support: July 1, 2023 - June 30, 2024

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

Date of expense	Description of reimbursed expense	Amount
Dec. 2023	Reimbursement of recreational soccer registration discount for Greenbelt residents	\$4,000
	Total:	\$4,000

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: Jonas D Cadwallader Title: President

Name: Jose Tillard 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 Jonas Cadwallader Digitally signed by Jonas Cadwallader
DN: C=US, E=jcadwallader@denberry.com,
O=Lanham, OU=1583, CN=Jonas Cadwallader
Date: 2024.03.20 13:38:36-04'00' Date 02/03/24

Your role within the applicant organization: Board President

About Greenbelt Soccer Alliance

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

Benefit to the Community

-Organizational history and activities.

Greenbelt SA was incorporated in the state of Maryland in 2010 with a principal office in Greenbelt, MD. We became a City of Greenbelt Recognition group in 2011. Our first season of soccer occurred in the spring of 2011. Greenbelt SA became a member of the Maryland State Youth Soccer Association (MSYSA) in 2011 and received 501(c)3 status from the IRS as a public charity in 2012. The number of registrants has grown from the initial ~40 participants in the spring of 2011 to the past year when we served more than 300 individual children (approx. 70% from Greenbelt, the largest represented residency) throughout 2024 with over 1,000 registrations for soccer activities. Since its founding, Greenbelt SA has consistently remained in good business standing with the state of Maryland. All of our activities within MSYSA benefit from a comprehensive accident insurance policy for our players and coaches.

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

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

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

1. Offering 4v4 soccer format for players 4-8 years old. Playing 4v4 with no goalie is the format recommended by US Youth Soccer, and the US Soccer Federation, for these ages. Using the 4v4 format means that fewer players are involved on a small field of play, there is much greater interaction with the ball, more goals are scored, more fun is had and players learn faster.
2. Delaying the introduction of goalies until players are at least 7 years old. Research has shown that many players under the age of 7 have not developed the ability to track a flighted ball so putting them in goal can be a frustrating experience. Also, what often happens in youth recreational leagues is that players with the least fitness are asked to play goalkeeper when it is exactly those players who should be encouraged to run more and get into better shape.
3. No standings are maintained in the league. National studies have indicated that the #1 reason that players drop out of recreational sports is the perceived “pressure to win” from adults. This is why US Youth Soccer recommends that standings not be maintained in leagues for players up to U12. Without standings being recorded, coaches feel more freedom to give all players the playing time they deserve. Also, parents are encouraged to realize that the primary goal of youth soccer participation is to provide a positive playing environment that the child will want to return to. This increases the chance that they will continue with recreational sports as they enter the difficult middle school years.
4. Guarantee of a minimum of 50% playing time in games. Kids want to play in the games and no child should sit on the bench and not have substantial involvement in the game. Therefore, we limit the size of teams so all players are guaranteed to play at least 50% in every game. The only exceptions are for disciplinary reasons where coaches have the authority to deny playing time for disruptive behavior.
5. Recreational soccer practices directed by a professional youth coach. In most local soccer organizations, a parent volunteer is given a set of equipment and some practice plans and goes out on their own to conduct practice as best they can. In our recreational soccer program, that same parent volunteer works under the direction of a professional youth coach every week. The professional coach provides the parent volunteer with an age-appropriate practice plan and assists them in implementing the plan. This format continues for the entire season so

that parent volunteers are continually learning how to become better coaches, which improves the experience of the players.

-Personal benefit.

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

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

-Partnerships.

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

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

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

-Community benefit.

Greenbelt SA offers programming for all youth from Pre-K through high school in ways that provide a quality experience and address the decline of recreational activities in youth. For example, childhood obesity is an acknowledged and increasingly serious problem in the USA. Schools have decreased or eliminated recess time and children spend more time inside using various electronics while outdoor play time has decreased. For these reasons, programming that provides opportunities for outdoor play is needed and vital. But it is well known that one of the most important things that kids need is the opportunity to play spontaneously and creatively. So in a structured activity like a soccer practice, it is important to incorporate a substantial amount of less structured activity in the experience as well. This is one of the fundamental lessons of US Youth Soccer through such statements as "give the game back to the player" and "let the game be the teacher". Coaches are recommended to use 25-40% of practice time for games with little or no coaching at all. The kids are permitted to play freely and learn from the game itself. In addition, during games, parents and coaches are discouraged from giving directions to the players. Children must be permitted to *play* soccer as both a creative solo and collaborative way and if coaches and parents are telling them what to do during the games or practices, players do not have the chance to make their own decisions and learn from their mistakes, which is what creative play entails. Learning from mistakes, without the fear of criticism, is a fundamental part of the creative process and is strongly encouraged by US Youth Soccer.

Organizational Effectiveness

-Diversity, equity and inclusion.

Greenbelt Soccer Alliance aims to serve the entire local youth soccer community, regardless of gender, family background, or socioeconomic status. Many of our teams are coed or have dedicated teams for girls, supporting the removal of barriers that prevent young girls from excelling in sports. Additionally, we offer discounts for students on Free and Reduced Meals (FARM) in school, often times allowing them to play soccer with us at very low cost. The way our program is structured is to provide soccer for all people in our region with almost no financial barrier. Recently, we have begun to provide almost all club news (both via email and printed) in Spanish in order to facilitate our primarily Spanish speaking soccer players and their families. Where we can accommodate, we also provide a Spanish speaking Coach to communicate messaging when necessary.

- Marketing, outreach and evaluation.

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

-Challenges

A major obstacle to providing a quality soccer experience for local youth is the availability of affordable, quality facilities for our activities. We have learned that when parents are choosing a soccer program in which to enroll their young player, they often will choose an organization that offers a path for their child that extends upward through the middle and high school years. To provide a quality soccer experience through middle and high school, larger lighted outdoor facilities with quality surfaces and indoor winter facilities are needed. But Greenbelt fields are open access and have much unpermitted adult play on them so the general quality of those fields is rather low when compared with the fields in surrounding communities. When the turf field at Eleanor Roosevelt field was first opened, we were able to negotiate the use of the field on 3 days per week which greatly improved our ability to attract and retain high school age players. Most recently our access to the field has been limited to 1 day with another day of shared use which is insufficient for retaining high school age players. Finally, the only indoor winter space we can access is via the public school gymnasiums, for which there is much competition, especially during this current Winter season where the season had to be canceled due the permit being acquired for expansion of the Greenbelt Boys and Girls Club Basketball program. The Board of Greenbelt Soccer Alliance believes that soccer participation could be increased significantly in Greenbelt if improved facilities were available. Ways to consider improving this situation for the outdoor fields would be to control access to certain Greenbelt grass fields, install lights (both for the field and parking areas), additional parking and/or a turf field. In the past, it has been recommended that Greenbelt SA has been requested to have soccer programming within the City Limits of Greenbelt. Unfortunately, until such a time that improved facilities in Greenbelt, MD can be accommodated, it will be very difficult for this to be achieved until this is prioritized by the City of Greenbelt. While these are expensive solutions, they would significantly improve the recreational offerings in Greenbelt and help to expand participation and get more kids involved in the recreational activities that they need for general fitness. We also greatly encourage the City to make an appeal to Eleanor Roosevelt HS for preferred access to the turf field for City programs.

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

-Goals.

Our main goal is to provide quality soccer opportunities extending through high school for both boys and girls. To further this objective, our goals for the coming year are to continue to increase overall soccer participation by offering quality programs while keeping the cost of participation as low as possible. We will continue to strongly encourage coach training in order to improve the quality of experience for the players. We also will continue our outreach to the Eleanor

Roosevelt soccer program with the goals of 1) sponsoring coach training for the coaches at ERHS who are not currently licensed or who wish to increase their degree of licensing and 2) to have access to the newly installed turf field.

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

-City support.

In 2022, Greenbelt Soccer Alliance received a \$4,000 grant from the city of Greenbelt. Those funds were targeted exclusively for further reducing the cost of recreational soccer programs for Greenbelt residents who participate in our recreational soccer program offered in fall and spring seasons. The funds are not used for any other purpose than to give discounts to Greenbelt residents. In fall 2022 season we invoiced the city for \$4,000 of discounts that were provided directly to 115 Greenbelt residents registering in our recreational soccer program. Going forward, as hunger for affordable soccer instruction surges to levels never before seen since the founding of Greenbelt SA, yet as inflation increases the costs of everything around us, we wish to continue offering this discount to city residents to encourage participation in our local soccer program. After spending reserves derived during COVID, in 2023 we made a grant request of \$2,500 grant from the city of Greenbelt, which assisted us in continuing to offer discounts of \$35 to all Greenbelt residents for the Fall 2023 and Spring 2024 seasons. As our program numbers have surged post COVID and our reserves have been utilized for replacement and new equipment to handle that surge in demand, we are making a grant request of \$4,000 this year, which would assist us in continuing to offer discounts of \$35 to all Greenbelt residents for the Fall 2024 and Spring 2025 seasons. Due to increased expenses, we may need to increase registration fees for FY2024.

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

-Matching funds.

Our main source of funds is the registration fees paid by participants. In a typical calendar year, we collect approximately \$11,000 through these registrations after accounting for significant cost savings for Greenbelt residents and reduced meal (FARM) discounts. In addition, in the past we have raised additional funds through grants, fund-raisers and donations. For FY2024, the City of Greenbelt grant was requested and received for an amount of \$2,500 which was lower than previous requested grants which were on average around \$4,000. This grant request was reduced in order to spend down reserves that were accumulated during the COVID era.

- Impacts of COVID-19

While the COVID-19 pandemic continues unabated and becomes less of an event but more of a new reality to which we must contend, we believe that it's to impact to Greenbelt SA in 2024 and into the future is no longer of primary importance but one of continued and persistent mitigation. For guidance on COVID restrictions, we have continued to follow the MSYSA guidelines (<https://www.msya.org/covid-19/msya-updates/>), as well as local regulations and restrictions for guidance on offering our activities. Getting volunteers to return—as coaches and organizers of the program—is one particular area where the pandemic continues to impact us. Many families still haven't fully returned to extra-curricular group activities. However, in 2023 we began to see a surge in registration that is quite unprecedented in Greenbelt SA history. Many of the recent few seasons have been at maximum capacity of the program at around 160 players per season. As more become comfortable with normal outdoor soccer activities, and we are optimistic that trend will continue in 2024 & 2025. We foresee having to limit players to the maximum for most upcoming seasons given valid concerns related to parking, traffic and expected parent volunteer available. Therefore, additional growth of the program may remain out of reach until facilities are available that allow the program to have an even larger footprint within the City of Greenbelt limits in addition to finding additional passionate volunteer coaching candidates.

Greenbelt Soccer Alliance Variances

Please note that all financial information reported in the Grant application is calculated per calendar year. Values reported for July 2022 – June 2023 are for calendar year 2022. Values reported for July 2023 – June 2024 are actuals for calendar year 2023. Values estimated for July 2024 – June 2025 are projected values for calendar year 2024. However, Greenbelt operating grants are budgeted and spent within the Fiscal year which they are received, split between Fall and Spring recreational soccer seasons within that fiscal year. We have included expenses for *calendar* years 2023 and 2024 (page 10) to try and accommodate the request for a summary of receipts in a completed *fiscal* year, but have not totalled them, to try to avoid confusion.

The Greenbelt SA continued to operate at normal scale in 2023 because of the easing of pandemic concerns and restrictions. Youth registration and also volunteer participation has surged in the post COVID world in our opinion due to pent up demand and in order to provide recreation for children that is an alternative to electronics. Due to the easing of supply chain issues and easing of pandemic concerns and restrictions purchasing is under normal conditions in 2023. We encountered normal levels of equipment purchases and consulting in 2023 and anticipate similar conditions in 2024. We may need to reduce equipment purchases and scholarships in 2024 in order to provide a small boost to cash reserves.

That said, player registration numbers were up in 2023 over 2022 and were in fact the highest on record. We also did return to some higher levels of professional coaching involvement in 2023.

Greenbelt SA Calendar of Activities

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

Month	Activities in 2023	Activities anticipated in 2024
January	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School
February	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt.	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt.
March	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt. 3. Start of outdoor practices for select and recreational teams	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt. 3. Start of outdoor practices for select and recreational teams
April	1. Spring outdoor game seasons for select-level teams in NCSL, PGSI and AAYSA leagues 2. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)	1. Spring outdoor game seasons for select-level teams in NCSL, PGSI and AAYSA leagues 2. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)
May	1. Practices for all teams continued 2. Start of spring outdoor games in all leagues 3. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)	1. Practices for all teams continued 2. Start of spring outdoor games in all leagues 3. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)
June	1. End of spring season tournaments in all leagues	1. End of spring season tournaments in all leagues
July	1. Summer soccer program at Mandan field 2. Select team practices 3. Scrimmages for select teams	4. Summer soccer program at Mandan field 5. Select team practices 1. Scrimmages for select teams
August	1. Recreational team practices 2. Select team practices except for high school players who practiced with their school teams 3. Scrimmages for select teams	1. Recreational team practices began— 2. Select team practices except for high school players who practiced with their school teams 3. Scrimmages for select teams
September	1. Practices for all teams continued 2. Start of fall outdoor games in all leagues 3. High school practice and play games with	1. Practices for all teams continued 2. Start of fall outdoor games in all leagues 3. High school practice and play games with

	their schools and participate in Greenbelt SA team activities on the weekend	their schools and participate in Greenbelt SA team activities on the weekend
October	1. Practices for all teams continued 2. Fall game seasons continued for all teams. 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend	1. Practices for all teams continued 2. Fall game seasons continued for all teams. 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend
November	1. End of season tournaments in all leagues	1. End of season tournaments in all leagues
December	1. Note: Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School was cancelled due to lack of GES permit. 2. Select and recreational team indoor practices at Springhill Lake Elementary in Greenbelt.	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select and recreational team indoor practices at Springhill Lake Elementary in Greenbelt.

Key Personnel Greenbelt Soccer Alliance

David Whiteman, Former President Greenbelt SA, (Note: Currently acting in an advisory role)

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

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

Jonas Cadwallader, Current President Greenbelt SA

Jonas is the current president, current general manager and general manager for the past several seasons at Greenbelt Soccer Alliance. He has almost 2 years of coaching and soccer administrative experience starting at GSA in 2022. Since then, he has focused on learning age-appropriate methods of soccer training and details of how soccer clubs are best administered. He has also tutored children from Pre K – 2nd grade during this time. Jonas Cadwallader possesses a Bachelor's of Science in Engineering Technology from the University of Delaware. He currently works at Dewberry in Lanham, MD as a Senior Designer primarily focused on Residential and Commercial projects in land development primarily in Prince George's County, MD. Currently, he holds the title of Senior Designer and he has worked Land Development for 20 years in the Del-Mar-Va region.

Jose Romero, Select Soccer Coordinator Greenbelt SA

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

- MSYSA D, E and F Coaching Licenses.

John Dingle, Contractor: Recreational Soccer Training Program

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

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

Board Members

Former President: David Whiteman (At Large)

Current President: Jonas Cadwallader

Previous Vice President: Erik Blaufuss (At Large)

Current Vice President: TBD (May 2024)

Registrar: Elizabeth "Ellie" Twedt

Registrar: Joel Cahalan

Treasurer: Jose Tillard

Secretary: TBD (May 2024)

Board Member at Large: Patrick Gleason, Thomas "Tom" Earles, Belssi Chang Lee

Note: Greenbelt SA holds annual elections for Board members in May. Many of the previous Board members have transitioned into a mentor role in the organization as their players have aged out of the program. Many of other volunteer positions have been filled by new members and many new positions have been created to handle the unprecedented post COVID growth. Needless to say, Greenbelt Soccer Alliance board has an influx of new members with the experience of previous members helping guide the way into a bright future.

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

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Municipal Swim Team
2. Year of founding: 1957 3. Website: http://www.greenbeltswimteam.com
4. Social media: https://www.facebook.com/GMSTBarracudas; https://www.instagram.com/greenbelt_swimteam/
5. Federal tax ID # (if applicable): [REDACTED]
6. Contact person: Name Laura Hebert 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 Municipal Swim Team serves the youth of Greenbelt and the surrounding communities. Our mission is to promote swimming as a lifelong activity, to help each swimmer achieve her or his personal best as an athlete and as a person, and to advocate swimming as a family participation sport.

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

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

9. City of Greenbelt funding status. Please check one. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization is currently:
 - ☐ a Council-approved Greenbelt Recognition Group receiving in-kind support only; the organization previously received Recognition Group funding in FY 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 amount requested is about 29% of total operating costs for a year. GMST would need to raise registration fees significantly in order to cover this amount, and this would run contrary to our mission of serving the community's children.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary, 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 220 July 2023-June 2024 230 July 2024-June 2025 (Projected) 250

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

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

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

July 2022-June 2023 430 July 2023-June 2024 430 July 2024-June 2025 (Projected) 450

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

% ages 12 and under 20 % 13-17 yrs. 10 % 18-59 yrs. 60 % 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
Laura Hebert	yes	President	1 year
David Downs	yes	Vice-President	1 year
Christine Nickel	yes	Treasurer	1 year
Tassia Prosper	no	Member-At-Large	1 year
Elizabeth Johnson	no	Member-At-Large	1 year
Scott Jackson	yes	Member-At-Large	1 year
Marc Swisdak	no	Fundraising/Events Chair	1 year
Johanna Moore	yes	PMSL Representative	1 year

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

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

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

Employees

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>
Head Coach	1	8-10	Coordinates with assistant coaches in planning practices and swim meets; swimmer development and training.
Assistant Coach	4-6	10-20	Support Head Coach by implementing the swim practices and assisting during swim meets; swimmer development and training.

Independent contractors and consultants

Role	# of contractors Individuals or companies

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

4. Volunteers

July 2022-June 2023 180 July 2023-June 2024 190 July 2024-June 2025 (projected) 200

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

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

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

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

5. 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: _____

Laura Hebert	LBH	President	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		19072	20752	21000
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental		6706	6706	6706
e. Online services				
f. Dues, memberships, league fees		300	300	300
g. Utilities				
h. Insurance		950	950	950
i. Supplies and materials				
j. Equipment purchases	Manager/Data Manager, fins, stopwatchess, lane placards, coaches' t-shirt	300	7626.70	200
k. Equipment rental				
l. Marketing and outreach	team banner and flyers	200	200	200
m. Travel and lodging				
n. Food/catering	team banquet and team potluck	300	350	600
o. Awards	Ribbons and Trophies	2000	2000	2000
p. Grants				
q. Payment of debt				
r. Taxes		1290	1380	1470
s. Other	Invitational Meet Fees	400	400	400
t. Other	Swimmer t-shirts	800	800	800
u. Other	P.O. Box rental	200	200	200
Total Expenses		32518	41664.70	34826

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		2000	2500	3000
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		21500	22000	22000
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support		9000	10000	10000
j. Other grants				
k. Other*	Chipotle Fundraiser		233.43	
l. Other*				
m. Other*				
Total income		32500	34733.43	35000
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)				174.00
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)	-18.00	-6931.27	
	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*	39709.42	34000.00
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	39709.42	34000.00

*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. Christine Nicl			
b. Christine Nicl			
c. Christine Nicl			
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, 2023 - June 30, 2024

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

Date of expense	Description of reimbursed expense	Amount
	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: Christine Nickel Title: GMST Treasurer

Name: Laura Hebert Title: GMST President

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_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 Laura Hebert Date 2/1/24

Your role within the applicant organization: President

NARRATIVE

1. Benefit to the community

1.1 Organizational History and Activities

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

In the summer of 2023 GMST competed in Division C of PMSL (the third of six divisions) and finished third out of six teams in the regular season. We won the Saum-Hilton trophy, which is given to the team that most improves over its initial seeding. Additionally, sixteen GMST swimmers qualified to compete in the league-wide All-Star Meet.

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

1.2 Partnerships

The team has been, and plans to continue to be, an active participant in outreach activities to the Greenbelt community. In September of 2023 the team extended its decade-long tradition of marching in the city's Labor Day Parade; this is also an exciting event for the kids. GMST was proud to win for "Best Community" in the parade! GMST also hosted informational booths at Fall Fest, the Green Man Festival, and Winter Fest sponsored by the Greenbelt Venture Crew to spread the word about our team and to encourage new swimmers to join.

1.3 Personal Benefit

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

1.4 Community Benefit

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

2. Organizational Effectiveness

2.1 Diversity, Equity and Inclusion

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

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

2.2 Marketing, Outreach and Evaluation

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

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

2.3 Challenges

A continued challenge is to maintain and strengthen the coaching as we move forward. We are presently looking to fill our Head Coach position, as our previous coach is training to compete at the Paralympic Games.

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

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

2.4 Goals

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

2.5 City support

During fiscal year 2024, the City supported our team through a grant that paid \$10,000 in coaches' summer salaries. In addition, the City also provided in-kind support by hanging our banners at various locations within the city during our membership registration periods. Furthermore, the Greenbelt Aquatic and Fitness Center (GAFC) allows us to rent lanes and to host swim meet competitions during the summer. This includes opening the pool for only our use in early morning practices during the summer and Sunday morning practices during the off-season. For FY2025, we request the City to continue to support \$10,000 in coaches' salaries for summer swimmers. We appreciate the year-round support from the City of Greenbelt and the willingness of GAFC to work with us to enable practice and swim meets.

2.6 Matching funds

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

Variances

This FY25 grant reflects a normal COVID-free swim team year with a relatively normal budget, for the second time in a number of years. Our registration numbers are still rebounding since COVID, and it appears that we are still seeing the impact of a large number of young children who did not have the opportunity for swim lessons during the pandemic, with particular increases in our Developmental and 8&U registrations.

1. Expense Variance

Our expenses are primarily for coaches' salaries. We pride ourselves on offering fair and appropriate compensation for our coaches in terms of salary with respect to their experience and familiarity with our swimmers, their strong local ties and continued loyalty to and support of our team. This year, our "equipment purchases" category went up significantly. The reason for this is due to a necessary capital expenditure as well as additional purchases to replace failing and worn equipment.

Program Calendar

1) Practice Schedule

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

2) Swim Meets

The Prince-Mont Swim League (PMSL) schedule is very similar from year to year. Specific dates are given for 2023, but a similar schedule will apply to 2024 and 2025.

- Five regular-season PMSL meets: 6/17, 6/24, 7/1, 7/8, 7/15
- PMSL Divisionals @BSR: 7/22
- PMSL All-Stars @WA: 7/29

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

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

3) Other Team Events (anticipated dates)

- Swim Team Movie Night at Old Greenbelt Theater: May, 2024
- GMST Open House: (held at the start of each Session: Fall, Winter/Spring, Summer)
- Summer Parent Meeting: May, 2024
- Summer Swim Session: May – July, 2024
- Chipotle fundraiser: June, 2024
- Kickoff Potluck Dinner and Social: June, 2024
- Team Tie-Dye and Ice Cream Social: July, 2024
- Swim-a-Thon Team Fundraiser: July, 2024
- GMST Alumni Social: July, 2024

- End-Of-Season Banquet and Pool Party: July, 2024
- Labor Day Parade: September, 2024
- Annual Meeting and Board Elections: September, 2024
- Fall Swim Session: September – December, 2024
- Fall Fest (booth sponsor): October, 2024
- Winter/Spring Swim Session: January – May, 2025
- Green Man Festival (booth sponsor): May, 2024
- Venture Crew Winter Fest (booth sponsor): December, 2024

Bios

Coach Bios are documented on our website:

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

Our Assistant Coaches have strong ties to GMST, participating on the team during the Summer Session and competing in PMSL dual meets, Divisional Championships, and All-Stars. Three of our coaches are also on local high school swim teams, and one of our coaches is a member of the local FAST swim club. Our Assistant Coaches also have strong ties to the Greenbelt Aquatic and Fitness Center, as two are presently employed as lifeguards.

The GMST President, Laura Hebert, has a competitive swimming background dating back to the YMCA programs in the 1980s and continues to swim regularly at the Greenbelt Aquatic and Fitness Center for exercise. The GMST President, a proud 'swim Mom' of four GMST Barracudas, is also aligned with the FAST swim club and maintains communication with other winter/spring swim clubs and summer swim teams to help guide and operate GMST to its full potential. Laura also is a co-founder of the Greenbelt Masters Swim Group, an informal swimming workout group comprised of 28 Greenbelt residents of varying abilities.

