



CITY COUNCIL WORK SESSION AGENDA

**MAY 13, 2026
7:00 PM**

[Zoom Link](#)

Dial-in: 301-715-8592

Webinar ID: 874 8571 9266

Passcode: 790700

I. BUDGET WORK SESSION

1. Budget Work Session — Recognition Groups (Group 2)

Suggested Action:

- Introductions — 10 minutes (7:30-7:40 pm)
- Council Discussion — [Proposed FY 2027 Budget](#) — 60 minutes (7:40–8:40 pm)
 - Section — Miscellaneous Funds (Page 246)
 - Recognition Groups Budget Work Session Schedule Enclosed
- Questions and Answers — 35 minutes (8:40–9:15 pm)
- Other Items — 15 minutes (9:15–9:30 pm)
 - Information Items

Recognition Groups Work Session
May 13, 2026 7pm (Arts)
In-Person & Via Zoom
w/Hyperlinks

7:00 p.m.	Black History & Culture Committee	In Person
7:15 p.m.	Greenbelt Community Orchestra	In Person
7:30 p.m.	Greenbelt Concert Band	In Person
7:45 p.m.	Greenbelt Labor Day Festival	In Person
8:00 p.m.	The Space	In Person
8:15 p.m.	Greenbelt Arts Center	In Person
8:30 p.m.	GAT-e	In Person & Zoom
8:45 p.m.	Friends of the New Deal Café Arts	Zoom
9:00 p.m.	Makerspace	In Person & Zoom

Followed by Miscellaneous Funding Groups

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 FY27 are due by
4:30pm on Monday, February 2, 2025

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

BEFORE COMPLETING THIS APPLICATION:

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

Formatting note: where a text box is provided, your full answer must be visible, without scrolling, in the space provided. Minimum font size required: 11pt text.

1. Organization:

Name Greenbelt Black History and Culture Committee

Mailing address (not a City facility): [REDACTED]

Year of founding: 2018

Website:

Social media: Facebook

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

Please check one: ☐ 501(c)3 organization/ ☐ have applied/ ☒ have not applied

2. Contact person:

Name Lois Rosado/Joe Parks

Position Chair and Vice Chair

Telephone [REDACTED]

E-mail [REDACTED]

3. What is the mission of this organization? Whom do you serve?

To highlight and celebrate the contributions of Black/African Americans in American history and culture, from the past to the present and towards the future. The committee will design programs in collaboration with other groups and individuals, with the goal of celebrating and honoring the African American diaspora.

4. 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 committee offered programs for Black American history month in February 2025 we featured Kamau Sadiki, a Smithsonian diver who seeks slave ship wrecks. Over 80 people attended this event. We advertised the Black History Month programs for the Golden Age Club and the films shown by the Peace and Justice Coalition and the Greenbelt Cinema. In collaboration with the Prince George's County Lynching Memorial Project, we sponsored the winners of their Social Justice Essay, Spoken Word and Arts contest. Mayor Jordan delights in greeting the winners and their family and friends to Greenbelt. For Emancipation Day this past November, we featured the Prince George's County Community Choral Society and also highlighted Kaylee Joge, the 2025 Youth Poet Laureate of Prince George's County and a junior at Parkdale High school. In addition the Sankofa Mobile History Museum provided and interactive program for all ages at the Greenbelt Community Center.

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

Name	Role	Greenbelt resident (yes/no)
Lois Rosado	Chair	yes
Joe Parks	Vice Chair	yes
Katie Pugliese	Secretary	yes
Shaymar Higgs	Art Exhibition coordinator	yes

6. Paid personnel. Please list paid positions with your organization and indicate whether each role is a staff or contractor role. If your organization has no paid personnel, check here: _____. If you have several individuals serving in a similar role (for example, instructors, bands, coaches, etc), you may leave the "Name" column blank and indicate in the "role" column that you are referring to multiple individuals. Example: "coaches (4)".

Name	Role	Indicate staff or contractor

7. How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities? Do not include leaders listed above.

Total number of **VOLUNTEERS**: 10 / % Greenbelt residents 95%
 % ages 12 and under ____ / % 13-17 yrs. ____ / % 18-59 yrs. 75% / % 60+ yrs. 25%

Briefly describe the service that these volunteers provide.

They identify, discuss and design the programs and determine participants that will perform at our various activities. They market, contact schools and develop social media usage to reach as many people as possible.

8. How many people do you anticipate will have actively participated in your organization's primary 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 leaders, paid personnel, volunteers, or spectators.

Total number of **ACTIVE PARTICIPANTS**: 60 / % Greenbelt residents 80%
 % ages 12 and under ____ / % 13-17 yrs. 30 / % 18-59 yrs. 45 / % 60+ yrs. 25

Briefly explain whom you have included in these figures.

These numbers include the performers, committee members, and other volunteers.

9. How many additional people do you anticipate will have participated in your organization's primary activities this year as audience members and spectators (if applicable)? Please do not include leaders, paid personnel, volunteers or active participants.

Total number of **SPECTATORS**: 600 / % Greenbelt residents 80
% ages 12 and under 5 / % 13-17 yrs. 25 / % 18-59 yrs. 50 / % 60+ yrs. 20

Briefly explain whom you have included in these figures.

Greenbelt residents and guests from other areas of Maryland. Youth who were interested in the Sankofa interactive programs and spoken word fans who were interested in Kaylee Joge. We also had a large number of individuals who viewed our city wide art exhibition

10. **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 committee hopes to maintain its support from the Recreation Department; use city meeting space without cost and have flyers printed for distribution.

11. Background checks

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 adopted by the city (see below). 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 Black History and Cutlur

Chair

January 2, 2026

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

12. Electronic Signature

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

Signature Lois Rosado Date January 2, 2026
Role within the organization Chair

Space for additional Information (as needed)

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling. Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY, AND SUMMARY OF REQUEST

1. Name of organization: Greenbelt Community Orchestra
2. Year of founding: 2023 3. Website: www.greenbeltorchestra.org
4. Social media: Facebook - Greenbelt Community Orchestra
5. Federal tax ID # (if applicable): [REDACTED] 6. Fiscal year dates: July 1 - June 30
7. Contact person: Name [REDACTED] Position President
- Telephone: [REDACTED] E-mail: [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]
9. Please indicate the amount of your grant request here \$4,500 and describe the intended use of these funds below. Please be as specific as possible.

Our operating budget includes funds to pay stipends to our conductors, rent or purchase music and the rights to perform it, print out parts and concert programs, and advertise our concerts.

- 10. In-kind City support.** What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

The orchestra would like the use of room 201 on Thursday evenings for rehearsals, the gym 3 times per year on Sunday afternoons for concerts, and occasionally an additional room if available for a small ensemble or sectional rehearsal. We are also considering adding an additional Saturday evening concert in the gym when we are presenting a program that is likely to be especially popular with the public, since we are currently filling the gym to capacity at our concerts.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027
Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.
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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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. Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
- 5. 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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

____ FY24 X____ FY25 X____ FY26

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

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

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

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Anne Gardner Title: President

Name: Sarah Wissel Title: Treasurer

B. PERSONNEL

1. **Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Anne Gardner	yes	President	Board, volunteer
Susan Stewart	yes	Vice-president	Board, volunteer
Sarah Wissel	no	Treasurer	Board, volunteer
Suzanne Lomax	yes	Secretary	Board, volunteer
Matt McLinden	yes	At-large	Board, volunteer

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

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

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: _____.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Derek Maseloff	yes	Principal conductor until July 2025	contractor, year-round
Seth Maseloff	no	Assistant conductor	contractor, year-round
Andrew Samlal	no	Principal conductor starting July 2025	contractor, year-round
Sasha Kandybin	no	Assistant conductor	contractor, short-term
Michael Hudlin	no	Assistant conductor	contractor, short-term

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here ____ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS:** 10 / % Greenbelt residents 50%
 % ages 12 and under ____ / % 13-17 yrs. 10% / % 18-59 yrs. 70% / % 60+ yrs. 20%

Briefly describe your volunteers' roles and contributions.

Volunteers create and post fliers for the concerts, solicit sponsorship from businesses, organize orchestra socials, set up chairs for rehearsals and concerts, and cover house management, audio recording and photography at the concerts.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. How many people actively participated in your organization's primary programming activities?

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 **ACTIVE PARTICIPANTS**: 70 / % Greenbelt residents 38%
% ages 12 and under / % 13-17 yrs. 2% / % 18-59 yrs. 78% / % 60+ yrs. 20%

Briefly explain whom you have included in these figures and how you calculated the total.

These are people who have performed – or are expected to perform - in one or more of our concerts during the current fiscal year. Typically there are between 50 and 60 musicians playing in each concert.

2. How many additional people participated in your organization's primary 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**: 650 / % Greenbelt residents 75%
% ages 12 and under 8% / % 13-17 yrs. 5% / % 18-59 yrs. 42% / % 60+ yrs. 45%

Briefly explain whom you have included in these figures and how you calculated the total.

These are audience members at our 3 concerts in the year. Our house manager volunteer does a head count and gives a rough estimate of the age ranges at each concert.

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel	Stipends for conductor and assistant conductor	2,200.00	5,820.00	5,820.00
d. Facility rental	Use of ERHS Band auditorium	400.00		
e. Online services				
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance				
i. Supplies and materials	Part rental and rights; Printing costs for parts and concert programs	1,377.94	1,805.00	2,640.00
j. Equipment purchases	Percussion; stand lights	250.00		250.00
k. Equipment rental	Projector(s) for images for NASA scientists collaboration concert			700.00
l. Marketing and outreach	Promote concert(s)			100.00
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Banking fees	48.00		
t. Other				
u. Other				
Total Expenses		\$ 4,275.94	\$ 7,625.00	\$ 9,510.00

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees	Voluntary member dues	2,325.00	2,200.00	2,200.00
f. Corporate support				750.00
g. Foundation support				
h. Individual donations	Donations from the public	3,413.40	3,000.00	2,450.00
i. Greenbelt support: ARPA				
j. Greenbelt: Project Grant	Black History Month concert, Feb 2025	840.00		
k. Greenbelt: Operating Grant			3,700.00	4,500.00
l. Greenbelt: other Council appropriation				
m. Other grants	PG Arts and Humanities Council	1,000.00		
n. Other	Co-Op Round Up program			3,000.00
o. Other				
p. Other				
Total income		\$ 7,578.40	\$ 8,900.00	\$ 12,900.00
Net profit or loss Complete this section manually		Actual Totals City FY25	Budget City FY26	Projected City FY27
Profit (income in excess of expenses)		3,302.46	1,275.00	3,390.00
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

- a. **Variances.** 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, as noted in section G3, below.
- b. **Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	1.#R	3.75
b. Restricted operating funds **		3.00
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$ 5,536.12	\$ 6,750.00

*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:

**Coop Round-Up program: donations reserved for acquisition and maintenance of percussion instruments shared with the Concert Band.

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.		0.00	
b.			
c.			
Total Debt		\$ 0.00	\$ 0.00

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
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. City of Greenbelt: free facility use*	Use of rehearsal room weekly, Use of gym for concerts	5,585.00	5,777.50	5,970.00
g. Donated space rental: other				
h. Other				
Total In-Kind Contributions		\$ 5,585.00	\$ 5,777.50	\$ 5,970.00

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

☒ The organization is projecting a revenue surplus for FY26.

☒ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

We had applied for and received a \$1,000 grant from the PG Arts and Humanities Council to support our FY26 budget, but they sent the funds during FY25, so that income is credited to FY25 even though it was to offset costs during FY26. One of our conductors also cashed their FY25 stipend payment in early FY26. Collectively, this meant that our end-of-FY25 balance was inflated due to banking timelines. Without these, our ending balance would have been less than 50% of the FY26 budget.

We've also benefitted from a few large, unexpected donations. Because these were unexpected, they are not reflected in our budget. And since our operating budget is relatively small, they represent a large variation from the budget.

We request support with our annual income so it continues to meet our estimated annual expense. The \$3,000 from the Co-Op Round-Up program will be part of a restricted operating fund that we share with the Band for the maintenance of shared percussion instruments. Continuing to operate without support from the City will quickly deplete our reserves and mean we are unable to continue as an organization.

Overall, we aspire to hold in reserve sufficient funds to support one year of activities so that we can continue to meet our mission without interruption if we encounter an unexpected and significant reduction in income.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). 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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(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. **WHAT TO SUBMIT:** please send the following in PDF format to the address on page 1 in a single email.

1. **REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
2. **REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
3. **REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
4. **OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
5. **OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

H. **OPTIONAL: Additional information.** If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

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.

I. **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 2/2/26

Your role within the applicant organization President

Greenbelt Community Orchestra – narrative, FY27

1. Organizational overview. What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.

Greenbelt Community Orchestra was founded in 2023 to provide an outlet for local amateur musicians to play together and to share their love of music with the local community. The orchestra has about 60 current members, almost 40% of whom are Greenbelt residents, ranging in age from older teenagers to seniors, and ranging in ability from advanced beginners to professionals.

We perform at least three free concerts each year in the community, in November, February/March, and May/June, to packed and enthusiastic audiences. The concerts are typically in the Community Center gym, although we collaborated with the ERHS band program to present our May 2025 concert in the school auditorium. While the orchestra members enjoyed the good acoustics of the school auditorium, we encountered some challenges which make it less likely we will perform there again, including the rental expense (even working through the school music programs), difficulty persuading our audience to follow us to an unfamiliar venue, and the constant beep from the security system which school personnel were unable to disable.

We also send small ensembles out into the community, which serves as outreach for the orchestra as well as giving our musicians the experience of playing chamber music and sharing our enjoyment of this kind of music with a wider audience. This year we expanded into new venues including the Labor Day Festival and the New Deal Cafe.

In the past two years, we have programmed concerts that are inclusive of music written by women and people of color. This is challenging, since such music is generally held under copyright, which can be expensive, and is sometimes located at institutions where it is difficult to access. We have relied on grants and donations from audience and orchestra members to rent or purchase the music and the rights to perform it.

For our February 2025 concert, the orchestra received a Project Grant from the city to give a concert of music written entirely by Black composers as part of the city's Black History Month programming. This concert was very well received and orchestra members enjoyed learning and presenting music from a range of talented but largely unknown composers. We received a Prince George's Arts & Humanities grant this year to support a Women's History concert which we will present on March 22, 2026, in the Community Center. We are excited to introduce our audience to a range of excellent women composers, including Louise Farrenc, Amy Beach, Judith Bailey and Elfrida Andree.

We also aim to program music from a range of time periods, from Mozart to the present day. At the 2025 Black History concert we included a piece by an up-and-coming living composer, Quinn Mason, who was able to zoom in to one of our rehearsals to work with us. For our May 2025 concert, we commissioned a piece from a young local Black woman, Veronica Maidoh, for strings, 4 flutes and percussion. Both musicians and audience very much enjoyed this short piece, and we will be premiering another of her works at our March 2026 Women's History concert.

One challenge this year was that we lost our principal conductor, Derek Maseloff, who was offered an army band conductor job in the summer of 2025. However, we were able to bring in Andrew Samlal, who is currently pursuing a doctorate in conducting at the University of Maryland, and who is proving to be an asset to the orchestra. He has brought with him other doctoral and masters students to work with us as assistant conductors, so we have been able to benefit from their skills and training. We are happy to now have city operating funds so we can pay the conductors a small stipend, allowing us to attract and retain talented individuals.

Another success this year was that we nominated both the orchestra and the concert band for the co-op roundup program, and were selected for July 2026. We are planning to use the proceeds to form a special fund for the purchase and maintenance of our shared percussion instruments. We are also launching a donor recognition program and beginning to seek business sponsorship in order to expand our funding sources.

2. Program impact. Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?

Although Greenbelt has a well-established concert band, before the Greenbelt Orchestra started in 2023, there were no local opportunities for string players to play classical music and no other amateur orchestras in Prince George's County. The large number of musicians who signed up – and continue to sign up – for the orchestra show the need for this group. We were excited to gain a harpist this year, and the string sections continue to expand, allowing us to play larger works.

Our members range from 17-year-olds to adults in their 80s. With the increased high school coursework requirements, it is now very difficult for juniors and seniors to fit the arts into their school schedules, so the orchestra provides an opportunity for those with higher level music skills to continue playing. Recent college graduates are also happy to find an amateur orchestra where they can continue playing. The other adults in the group include some professional musicians who enjoy playing in the orchestra for fun, as well as people who have only been playing for a few years or who only recently started playing again after taking time off to raise a family or pursue other activities. We do not require auditions, although we limit the number of wind and brass players in order to maintain balance. The musicians appreciate the opportunity to meet other like-minded people, reconnect with their passion for music, improve their musical skills and play a wide range of music. Orchestra members have reported that going to our weekly orchestra rehearsals has kept them going through difficult times in their lives. Playing together provides a creative outlet as well as a distraction from stress, both in members' individual lives and also in the broader national political climate.

Given the packed audiences at our concerts, the local community is eager to hear live classical music right here in Greenbelt. Our concerts are typically on Sunday afternoons, a popular time with our oldest and youngest audience members. We welcome families, so young children can be exposed to live music that they might not otherwise experience and will hopefully be inspired to become musicians themselves.

Small ensembles from the orchestra, including a string quartet and a flute ensemble, have played at various outreach events during the year, including the Greenbelt and Cheverly Farmers Markets, the Empty Bowls fundraiser for the food pantry (in 2024 and planned again for 2026), the New Deal Café, and the Art & Photo Show at the Labor Day Festival. The music at all these events was very well received by the public. Over the summer, while the full orchestra was on break, musicians who wished to play in a small ensemble were assigned to various quartets, quintets, etc., in order to expand access to this additional type of music. Those who participated enjoyed this opportunity and we intend to do this again next summer. We appreciate the continued use of rooms at the Community Center for these rehearsals.

3. Goals. What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.

The orchestra's goals are to continue to provide an outlet for local musicians to play together, to be exposed to music from diverse composers, and to share their love of music with the local community.

Our plans for future concerts include American music to celebrate the 250th anniversary at our May 31, 2026 concert, and a performance of Holst's The Planets suite with NASA imagery and commentary from a NASA scientist in November 2026. For this November concert, we will need to recruit more low brass and percussion players, but expect to be able to attract talented musicians to play such a popular piece of music. We have also been approached by two different local choirs who would like to collaborate on a large choral piece such as the Faure or Bruckner requiems.

The concerts in the Community Center have all been packed and standing room only. We would like to increase the number of audience members able to experience the concerts, so we are considering adding additional Saturday evening concerts for particularly popular programs, with the Community Center's permission, so the same program would be repeated on both Saturday evening and Sunday afternoon.

We continue to work to improve our financial sustainability, to ensure the longevity of our ensemble as we advance towards our fourth season. We are planning to solicit sponsorship from local businesses, start a donor recognition program that may encourage more individual donations, and organize fundraiser restaurant nights, as well as benefiting from the co-op roundup program in July. We have expanded the venues at which small ensembles perform for donations. So far we have managed to keep our costs down by playing mostly music that is in the public domain and having the musicians print out their own parts (or display them on tablets). However, if we continue to program music by women composers and minorities, we will need grants, donations and sponsorships in order to pay for the scores and parts.

4. Indicators of likely success. Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

Greenbelt Orchestra has consistently met its goals of giving three free concerts each year to the community and performing a wide range of music, including works by both older and present-day composers and music by women and minorities. The number of musicians is constantly expanding, and all our concerts in the community center gym have been standing room only. Small ensembles from the orchestra have also participated in outreach events in the community.

While we lost our principal conductor this year, we now have connections with the conducting program at University of Maryland, and hope to continue to benefit from the talent, expertise, energy and enthusiasm of these young conductors, while enjoying the continuing service of our assistant conductor Seth Glabman who has been with us since the orchestra started.

We are constantly looking for opportunities to partner with other local organizations, such as the Black History Committee for our February 2025 concert, the ERHS band program for the May 2025 concert, and local NASA scientists for the upcoming November 2026 concert. For our May 2026 American-themed concert we are exploring a collaboration with the Greenbelt News Review to borrow one of their antique typewriters, and seeking someone to “play” it, for a performance of Leroy Anderson’s piece “The Typewriter”.

Financially, we are on track to end the fiscal year with a healthy surplus. Orchestra members pay modest, voluntary dues, and we have received generous donations from audience members. We also secured a Prince George’s Arts and Humanities grant this year for our Women’s History concert, and will pursue other grant opportunities as we initiate different projects. We recently formed a fundraising committee, and are planning to approach local businesses about sponsorships, as well as organizing restaurant nights, which could also be opportunities for the orchestra members to socialize outside of rehearsal. With the co-op roundup proceeds in July, we will be able to help maintain the percussion instruments we borrow from the concert band and purchase new instruments as needed for joint use.

We look forward to continuing our mission of bringing people together in the Greenbelt community to enjoy playing and listening to classical orchestral music.

Greenbelt Community Orchestra FY27
Explanation of variances

Table 1. Variations in spending

Category with more than a 50% variance	Reason
Contractual personnel	The orchestra began compensating the conductors in 2025 in order to ensure the retention of our high-quality conductors, who previously had been volunteering their time. These payments, covering ⅓ of FY25, were modest given the orchestra's limited funds. The orchestra established payment levels for the FY26 year to be commensurate with the rates paid to conductors of similar ensembles in the community and in economically comparable communities. We expect to maintain those levels in FY27.
Facility rental	The orchestra typically performs in the Community Center gym, which is available at no cost to the ensemble. However, we delivered a special collaborative concert with the ERHS band in FY25 and paid a fee for use of the ERHS auditorium for this concert. We have not performed in that venue since that concert.
Equipment purchases: Percussion; stand lights	In FY25, we had an opportunity to support the purchase of a xylophone and supported the repair of the timpani. Percussion equipment is shared between the Greenbelt Band and the orchestra. In FY27, we plan to deliver a special concert featuring Holst's Planets Suite, in collaboration with NASA scientists. For that concert, we will dim the lights so that we can project images of the planets onto a screen. We will need to provide stand lights so that the musicians are still able to view their music. Some musicians already own lights, but we will need to supply them for the rest.
Equipment rental: Projector	As described above, we plan to project images of planets for a special concert in FY27. We will need to rent a projector and large screen for that event.
Marketing and outreach	We typically rely on free marketing. If we perform the Holst concert twice in FY27, we will have capacity for new audience and plan to engage in modest advertising to encourage attendance at both performances.

Category with more than a 50% variance	Reason
Other: Banking fees	The account we initially established for the orchestra charged monthly maintenance fees. We switched to a new bank in FY25 and no longer incur such fees.

Table 2. Variations in income

Category with more than a 50% variance	Reason
Corporate support	We are preparing to solicit corporate support and have factored that into our FY27 budget.
City of Greenbelt support	We received a smaller project grant in FY25, before we were eligible to apply for an operating grant.
Other grants	We received funding from the PGAHC to support a special concert in FY26 for Women's History Month featuring a program of music from women composers.
Other: Co-Op Round Up Program	We will be the beneficiaries of the Co-Op's Round-Up program in FY26. These funds will become a restricted operating fund that we use for purchase and maintenance of the percussion instruments, which are shared with the Greenbelt Band. These funds are not available to support regular orchestra operations.

Greenbelt Community Orchestra Bios

Andrew Samlal (principal conductor): Described as a *"fine and quite serious musician, with excellent technical command"*, Trinidadian conductor and pianist Andrew Samlal has appeared as associate conductor and coach with the Des Moines Metro Opera and Guest Conductor with the Canton Symphony Orchestra. Samlal was also music director of the Delaware Valley Opera Company's *Le nozze di Figaro*, assistant conductor of the Prague Summer Festival's *Le nozze di Figaro* and also conductor for Independent Sounds Festival's *La Traviata* and *Le nozze di Figaro*. Praised for his *"skilled technique at the keyboard but also for his acute sense of the classical and baroque period styles"* Samlal was also an apprentice conductor and school pianist with the Philadelphia Ballet and served on faculty as a conductor and pianist at Temple University.

Samlal has worked as Music Director of The University of Maryland's University Orchestra and Assistant Conductor with the Maryland Opera Studio (MOS) where he assisted with MOS's productions of Mozart's *Così fan tutte* and Otto Nikolai's *The Merry Wives of Windsor*. Samlal has a Master's Degree in Collaborative Piano and Opera Coaching from Temple University and is currently pursuing a doctorate in orchestral studies at The University of Maryland where he is a student of David Neely.

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

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

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

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027
Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.
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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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. Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
- 5. 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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

 X FY24

 X FY25

 X FY26

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

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

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

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

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

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Paul Quillen Title: Treasurer

Name: Alice Kreisle Title: Librarian

B. PERSONNEL

1. **Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Danielle "Li'l Dan" Celdran	yes	General Manager	Board, volunteer
Paul Quillen	no	Treasurer	Board, volunteer
Alice Kreisle	no	Librarian	Board, volunteer
Katherine Campanile	yes	Publicity Manager, Web Manager	Board, volunteer
Max Pinales	yes	Personnel Manager	Board, volunteer
Rok Tkavc	no	Equipment/Property Co Manager	Board, volunteer
Mark James	no	Equipment/Property Co Manager	Board, volunteer

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

Danielle "Li'l Dan" Celdran
Greenbelt Recreation Department

Lifeguard/Pool Manager & Swim Instructor

Ms. Rackey was retained by and works for the Concert Band. The City pays her directly out of funds awarded to the Band by Council rather than reimbursing the Band for these costs, and provides her with a 1099.

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: n/a.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Joan Rackey	no	Director/Conductor	year round

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS:** 10 / % Greenbelt residents 50
 % ages 12 and under 0 / % 13-17 yrs. 10 / % 18-59 yrs. 60 / % 60+ yrs. 30

Briefly describe your volunteers' roles and contributions.

Our volunteers play a vital role in supporting the Greenbelt Concert Band. They help with setup and breakdown for concerts, welcome and greet audience members, staff the welcome table, distribute programs, and count attendance. Volunteers also capture photos and videos for promotional purposes and assist with grant writing, helping to ensure our performances run smoothly and reach the widest possible audience.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. **How many people actively participated in your organization's primary programming activities?** 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 **ACTIVE PARTICIPANTS**: 70 / % Greenbelt residents 15
% ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 60 / % 60+ yrs. 40

Briefly explain whom you have included in these figures and how you calculated the total.

These figures include only individuals who actively participate in the Band's primary programming: performers involved in concerts. Volunteers and audience members are not included. The total was calculated by counting all registered band members for the current season. Age and residency percentages were estimated based on registration records and participant surveys.

2. **How many additional people participated in your organization's primary 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**: 800 / % Greenbelt residents 80
% ages 12 and under 15 / % 13-17 yrs. 5 / % 18-59 yrs. 40 / % 60+ yrs. 40

Briefly explain whom you have included in these figures and how you calculated the total.

These figures include audience members who attend Greenbelt Concert Band performances. Most attendees are adults and senior citizens, based on visual observation. Teens participate occasionally by attending with families or assisting with setup and breakdown, often earning service-learning hours required for school graduation. Family-focused events, such as the annual A Day with Disney & Instrument Garden concert in April at the Greenbelt Community Center, attract many families with young children who enjoy singing, dancing, and interactive participation. Estimates were based on average attendance at concerts and observations of audience demographics.

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages	Joan's salary from City 1099	3,600.00	3,800.00	4,375.00
b. Consultants' fees	n/a			
c. Contractual personnel	n/a			
d. Facility rental	n/a			
e. Online services	n/a			
f. Dues, memberships, league fees	n/a			
g. Utilities	n/a			
h. Insurance	n/a			
i. Supplies and materials	Printer paper, ink/toner, etc	770.11	854.29	700.00
j. Equipment purchases	percussion purchase and repair	1,759.57	2,723.38	400.00
k. Equipment rental	n/a			
l. Marketing and outreach	website domain, hosting; Band shirts	2,033.16	1,187.44	300.00
m. Travel and lodging	n/a			
n. Food/catering	n/a			
o. Awards	n/a			
p. Grants	n/a			
q. Payment of debt	n/a			
r. Taxes	includes tax filing and postage	350.00	376.40	350.00
s. Other	equipment transport to concert	3,171.88	171.88	400.00
t. Other	music purchase	1,866.49	1,029.97	500.00
u. Other	Honorarium to Joan 2025	0.00	3,000.00	1,725.00
Total Expenses		\$ 13,551.21	\$ 13,143.36	\$ 8,750.00

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods	n/a			
b. Admissions	n/a			
c. Tuition	n/a			
d. Fees for services rendered	n/a			
e. Membership dues, registration fees	n/a			
f. Corporate support	n/a			
g. Foundation support	n/a			
h. Individual donations	donations from members, audience members	5,961.00	4,381.00	4,500.00
i. Greenbelt support: ARPA	n/a			
j. Greenbelt: Project Grant	n/a			
k. Greenbelt: Operating Grant				4,375.00
l. Greenbelt: other Council appropriation	Joan's Salary	3,600.00	3,800.00	
m. Other grants	From Greenbelt Community Foundation		503.00	
n. Other	n/a			
o. Other	n/a			
p. Other	n/a			
Total income		\$ 9,561.00	\$ 8,684.00	\$ 8,875.00
Net profit or loss		Actual Totals	Budget	Projected
Complete this section manually		City FY25	City FY26	City FY27
Profit (income in excess of expenses)		(3,990.21)	(4,459.36)	125.00
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)	2,338.00 \$3,990.21	541.00 \$4,459.36	0.00
	Amount to be made up with borrowed funds (does not count toward your grant match)	0.00	0.00	0.00

- a. **Variances.** 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, as noted in section G3, below.
- b. **Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	6,328.62	5,000.00
b. Restricted operating funds **	0.00	0.00
c. Restricted capital funds**	0.00	0.00
d. Investments	0.00	0.00
e. Endowment balance	0.00	0.00
f. Planned giving commitments	0.00	0.00
Total Financial Reserves	\$ 6,328.62	\$ 5,000.00

*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:

Unrestricted Funds
These are funds the Greenbelt Concert Band may use at its discretion to support general operations, including concert expenses, music purchases, marketing, and administrative costs

Restricted Funds
Currently, restricted funds are allocated for
Operating funds eg music purchase, equipment repair, etc and a portion of Director's Salary \$6,000 (requested from City funding)

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.	0	0.00	0.00
b.	0	0.00	0.00
c.	0	0.00	0.00
Total Debt	0	\$ 0.00	\$ 0.00

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Pro-bono professional services (legal, accounting, etc)	n/a	0.00	0.00	0.00
b. Other waived fees	n/a	0.00	0.00	0.00
c. Donated equipment	n/a	0.00	0.00	0.00
d. Donated supplies and materials	n/a	0.00	0.00	0.00
e. Donated travel and lodging costs	n/a	0.00	0.00	0.00
f. City of Greenbelt: free facility use*	Rm 201: 7hrs/wk; Gym 12hrs/yr	10,110.00	9,060.00	9,860.00
g. Donated space rental: other				
h. Other	n/a			
Total In-Kind Contributions		\$ 10,110.00	\$ 9,060.00	\$ 9,860.00

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

☐ The organization is projecting a revenue surplus for FY26.

☐ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

The Greenbelt Concert Band requests \$4,375 from the City of Greenbelt to help support operational costs and a portion of the Music Director's salary. This funding is essential to ensure fair and competitive compensation for her leadership.

For context, salaries for conductors of similar community ensembles include:

Rockville City Band (Rockville, MD): 4 concerts/year □ \$6,000

Friends of Maryland Concert Band (College Park, MD): 1 year □ \$5,000

Pomeroado Community Band (Pomeroado, CA): 2 formal and multiple informal concerts/year □ \$7,200

City support allows the Band to sustain high-quality performances and engaging programming for the Greenbelt community, reaching audiences of all ages while fostering local cultural enrichment, inclusion, and engagement—directly aligning with the City's mission, values and commitment to the arts.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). 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 Li'l Dan Celdran

Name

General Manager

Title/position

2.17.26

Date

(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. **WHAT TO SUBMIT:** please send the following in PDF format to the address on page 1 in a single email.

1. **REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
2. **REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
3. **REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
4. **OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
5. **OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

H. **OPTIONAL: Additional information.** If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

D 1a

When I became General Manager a few years ago, it was my understanding that the City had been supporting Joan Rackey's salary in some capacity. During my interview with Greenbelt City Council last February, the Greenbelt Recreation Department recommended that I apply for an Operating Grant through the City of Greenbelt, as that would be the most appropriate avenue to secure funding for this expense.

G3

Budget variances included necessary repairs to the band's timpani, maintenance deferred for several years, ensuring the instruments remain safe, functional, and performance-ready while protecting long-term assets. Additional variance resulted from replacing outdated band shirts with breathable fabric featuring the updated logo, improving member comfort and strengthening visual identity. A further variance arose from renting percussion instruments for a concert when regular members responsible for transporting equipment were unavailable, ensuring uninterrupted performance delivery. The Board and membership also chose to provide an honorarium to Joan in recognition of her many years of service as Music Director, acknowledging her leadership and dedication to the Band.

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.

I. **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 Dan Celdran

Date 2.17.26

Your role within the applicant organization General Manager

Organizational Overview

The mission of the Greenbelt Concert Band (GCB) is to provide high-quality, engaging musical performances that enrich the cultural life of the Greenbelt community. We serve residents of all ages—from children and families to adults and seniors—by offering free concerts and interactive events that promote a love of music, foster community connection, and create positive social impact.

GCB's ongoing programming includes seasonal concert series, typically four to six concerts per year, featuring themes such as *A Day with Disney & Instrument Garden*, *Greenbelt Day Weekend*, *Holiday Lights*, and the *Brass Choir Tree Lighting*. In addition, the band typically plays about a dozen concerts at retirement homes and other venues. Performers are volunteer musicians who actively participate in rehearsals and performances, contributing their talents to the cultural vibrancy of the community.

Significant achievements include consistently attracting nearly 200 audience members per concert, offering family-friendly events that encourage participation, and maintaining a dedicated volunteer base supporting concert production, promotion, and grant writing. Key challenges include sustaining financial support for leadership and programming while expanding community outreach. City funding, particularly to help support our Director's salary, is critical to maintaining the high quality and accessibility of our programs.

Program Impact

The Greenbelt Concert Band provides Greenbelt residents with high-quality musical experiences that are both entertaining and diverse. All concerts are free, and our interactive programs foster community connection and offer opportunities for family participation. Immediate benefits include enjoyment of live performances, exposure to a wide variety of musical styles, and engagement in sing-alongs or interactive elements. For example, *A Day with Disney & Instrument Garden* allows audience members, especially children, to learn about musical instruments, explore their sounds, and enjoy singing and dancing along to familiar songs.

GCB also provides a creative outlet for residents of Greenbelt and neighboring communities who play a wide range of instruments, including flutes, clarinets, oboes, bassoons, saxophones, trumpets, horns, trombones, euphoniums/baritones, tubas, percussion, and even string bass. Adult musicians of all levels and ages gain meaningful performance experience, mentorship opportunities, and a chance to connect with others who share their passion.

Longer-term impacts include fostering appreciation for the arts, encouraging volunteerism and youth service learning, strengthening social bonds within the community. By making music accessible to residents of all ages and abilities, the Band enriches Greenbelt's cultural life and nurtures a deeper connection to the arts.

Goals

For the current and next fiscal year, the Greenbelt Concert Band aims to:

- **Sustain and grow our audience** by offering more engaging concerts, particularly targeting Greenbelt West and East, along with family-friendly programming and outreach events that appeal to all ages.
- **Support and retain volunteer musicians** by providing meaningful performance and leadership opportunities, including a new high school music partnership program in which students play alongside the Band.
- **Enhance financial stability** through donations, fundraising, grant writing, and City support to ensure fair compensation for the Director and secure resources for instruments, sheet music, and programming.
- **Expand community engagement and educational programming**, including interactive concerts, youth service-learning opportunities, volunteers ('Band Aides'), and instrument exploration workshops.

We pursue these goals by actively recruiting musicians and volunteers through our website, Facebook page, Greenbelt Access TV, and word of mouth, implementing marketing and outreach strategies, applying for grants, and developing thematic concert programs that attract families and diverse audiences.

Indicators of Likely Success

Reviewers can have confidence in GCB's continued success based on:

- **A strong legacy:** GCB has been in operation for over 80 years, with some members performing since 1965.
- **Proven audience engagement:** Consistently high-quality performances with an average of nearly 200 attendees per concert.
- **Dedicated volunteer support:** A committed team assists with all aspects of programming, outreach, and administration.
- **Experience in fundraising and grants:** GCB has a track record of securing funding to sustain and expand programming.
- **Positive community feedback:** Families and audience members praise our family-oriented and educational events (see testimonials on our website).

The Greenbelt Concert Band (GCB) provides more than just musical performances—it fosters **music appreciation** among audiences of all ages while creating **connection** by bringing people together. Our concerts often spark spontaneous moments of joy, such as dance or even a conga line led by GCB members and audience participants. GCB strengthens the **community** by offering shared experiences

that unite residents, provides engaging **entertainment** enhanced with costumes and props, and serves as a source of **inspiration**, encouraging creativity, curiosity, and a love of the arts.

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 FY27 are due by
4:30pm on Monday, February 2, 2025

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

BEFORE COMPLETING THIS APPLICATION:

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

Formatting note: where a text box is provided, your full answer must be visible, without scrolling, in the space provided. Minimum font size required: 11pt text.

1. Organization:

Name Greenbelt Labor Day Festival Committee

Mailing address (not a City facility):

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

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

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

Please check one: ☒ 501(c)3 organization/ ☐ have applied/ ☐ have not applied

2. Contact person:

Name Karen Yoho

Position President

E-mail

3. What is the mission of this organization? Whom do you 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.

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

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

5. Leaders (unpaid). 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	Board President	yes
Donna Peterson	Board Vice President/Craft Fair Chair	yes
Jon Gardner	Board Treasurer	yes
Kathy Reynolds	Board Secretary	yes
Keith Zevallos	Board Member	yes

6. Paid personnel. Please list paid positions with your organization and indicate whether each role is a staff or contractor role. If your organization has no paid personnel, check here: X _____. If you have several individuals serving in a similar role (for example, instructors, bands, coaches, etc), you may leave the "Name" column blank and indicate in the "role" column that you are referring to multiple individuals. Example: "coaches (4)".

Name	Role	Indicate staff or contractor

7. How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities? Do not include leaders listed above.

Total number of **VOLUNTEERS**: 75 / % Greenbelt residents 60
 % ages 12 and under ____ / % 13-17 yrs. 30 / % 18-59 yrs. 60 / % 60+ yrs. 10

Briefly describe the service that these volunteers provide.

WE are totally volunteer run, so everything from planning to the event support is provided by volunteers.

8. How many people do you anticipate will have actively participated in your organization's primary 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 leaders, paid personnel, volunteers, or spectators.

Total number of **ACTIVE PARTICIPANTS**: 1000 / % 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, city employees.

9. How many additional people do you anticipate will have participated in your organization's primary activities this year as audience members and spectators (if applicable)? Please do not include leaders, paid personnel, volunteers or active participants.

Total number of **SPECTATORS**: 3000 / % 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.

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

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

11. Background checks

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 adopted by the city (see below). 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 Labor Day Festival Committee

Greenbelt Labor Day Festival Committee

Karen Yoho, President

1/14/2026

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

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 Goho Date 1/14/2026
Role within the organization President

Space for additional Information (as needed)

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling.
Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY, AND SUMMARY OF REQUEST

1. Name of organization: The SPACE: Free Art for All
2. Year of founding: 2018 3. Website: https://www.freeartforall.org
4. Social media: http://facebook.com/thespacefreeartforall; http://instagram.com/thespacefreeartforall
5. Federal tax ID # (if applicable): [REDACTED] 6. Fiscal year dates: December 31, 2026
7. Contact person: Name [REDACTED] Position Executive Director
Telephone [REDACTED] E-mail [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

9. Please indicate the amount of your grant request here \$25,000 and describe the intended use of these funds below. Please be as specific as possible.

The SPACE seeks general operating support from the City of Greenbelt to sustain and expand its programs that engage residents in arts, tech, wellness, and entrepreneurship pathways and experiences, supporting their life goals.

10. **In-kind City support.** What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

Free use of meeting rooms if available and promotion of activities as appropriate.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027
Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.
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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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. Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
- 5. 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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

 X FY24 X FY25 X FY26

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

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

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

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Shaymar Higgs Title: Executive Director

Name: Robert Rand Title: Board Chair

B. PERSONNEL

1. **Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Shaymar Higgs	Yes	Executive Director	Board, contractor
Rev. Dr. Melissa Sites	Yes	Board Member	Board, volunteer, contractor
Robert Rand	Yes	Board Chair	Board, volunteer
Kimmie Jolly	No	Board Member	Board, volunteer
Stephanie Carter	No	Board Member	Board, volunteer

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

No Greenbelt employees.

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: _____.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Shaymar Higgs	Yes	Executive Director	contractor, year-round
Sadibu Kabba	Yes	Program Coordinator	contractor, year-round
René Hood	No	Yoga Instructor	contractor, year-round
Melissa Sites	Yes	Music Instructor	contractor, year-round
Iman Soliman	No	Canvassing, admin su	contractor, year-round
Jessica Yirenkyi	No	Grants support	contractor, short-term

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here _____ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS:** 20 / % Greenbelt residents 75
 % ages 12 and under 0 / % 13-17 yrs. 10 / % 18-59 yrs. 75 / % 60+ yrs. 15

Briefly describe your volunteers' roles and contributions.

Volunteers are critical to The SPACE's operations. Volunteers help with on-site assistance at the SPACE locations in Beltway Plaza Mall. They also assist with art programs, special programs, fundraising, administrative tasks, program development, grant writing, clothing and book donations, cleaning, and tech support.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ____ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. **How many people actively participated in your organization's primary programming activities?** 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 **ACTIVE PARTICIPANTS:** 5378 / % Greenbelt residents 85
% ages 12 and under 10 / % 13-17 yrs. 15 / % 18-59 yrs. 70 / % 60+ yrs. 5

Briefly explain whom you have included in these figures and how you calculated the total.

We keep a daily spreadsheet count of participants who visit The SPACE art studio or Third SPACE Lounge for classes, programs, trainings, and as drop-ins (excluding routine "free market" recipients of books and clothing, whom we don't count). We also count participation in special programs such as Friendsgiving, Winter Wonderland ornament making, Fall Festival kite fly, Labor Day balloon artist, Mall Trick or Treat, Free Comic Book Day, various Pride events, and "Power of Connection" at the National Building Museum.

For this year, Studio/lounge 3546; Music 243; Yoga 250; Special Programs 939; Sewing 400 (estimated) = 5378. Percentages of Greenbelt residents and ages are estimates.

2. **How many additional people participated in your organization's primary 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:** 500 / % Greenbelt residents 85
% ages 12 and under 10 / % 13-17 yrs. 15 / % 18-59 yrs. 70 / % 60+ yrs. 5

Briefly explain whom you have included in these figures and how you calculated the total.

The SPACE doesn't currently have performances and few people are observing classes except perhaps parents or non-participating friends. The "Power of Connection" demo at the National Building Museum and the demos at Greenbelt Information Day drew the most spectators.

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages		0	55000	90000
b. Consultants' fees				
c. Contractual personnel		107931.62	50000	45000
d. Facility rental	Rent for Third Space Loft	9916.90	18600	18600
e. Online services	Software and Apps	2128.87	2000	4000
f. Dues, memberships, league fees				
g. Utilities		3567.23	3600	3800
h. Insurance	Liability / D&O	1112	1500	1600
i. Supplies and materials		17934.90	14000	12000
j. Equipment purchases		11009.20	14000	10000
k. Equipment rental				
l. Marketing and outreach	Tabling fees/printing	2133.16	1800	4000
m. Travel and lodging	shared rides/rental	1173.75	1200	1200
n. Food/catering		1696.14	1200	1200
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Bank fees and Service charges	844.50	900	900
t. Other	Events	745	900	900
u. Other	See Financial Notes	105.99	700	
Total Expenses		160299.26	165400.00	193200

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods		4239.50	5000	5000
b. Admissions				
c. Tuition	Charter Schools	2000	15000	18000
d. Fees for services rendered				
e. Membership dues, registration fees				
f. Corporate support	Various donors	4875.46	8000	20000
g. Foundation support	GCF & others	5000	8000	10000
h. Individual donations		13166.35	13050	15200
i. Greenbelt support: ARPA	Rainwater mini grant	500		
j. Greenbelt: Project Grant				
k. Greenbelt: Operating Grant		20000	30000	25000
l. Greenbelt: other Council appropriation	Workforce Development Center and Entrepreneur Incubator	100000		
m. Other grants	MSAC / TEDCO / MD N	5000	70000	90000
n. Other	Miscellaneous, See Finan	896.21	250	
o. Other	Online Auction		10000	10000
p. Other	Greenbelt Get Out the V		6100	
Total income		155677.52	165400	193200
Net profit or loss Complete this section manually		Actual Totals City FY25	Budget City FY26	Projected City FY27
Profit (income in excess of expenses)			0	0
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)	4621.74		
	Amount to be made up with borrowed funds (does not count toward your grant match)			

- a. **Variances.** 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, as noted in section G3, below.
- b. **Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	3345.48	3000
b. Restricted operating funds **	28166.26	10000
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	31511.74	13000

*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:

Workforce development and ELab grant from the City of Greenbelt, Greenbelt Community Foundation grant for Artrepreneur program

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.	No loans	0	
b.			
c.			
Total Debt		0	0

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Pro-bono professional services (legal, accounting, etc)	Legal and operations consulting through Maryland Nonprofits		5000	
b. Other waived fees				
c. Donated equipment				
d. Donated supplies and materials	Art supplies	5000	5000	5000
e. Donated travel and lodging costs				
f. City of Greenbelt: free facility use*			500	800
g. Donated space rental: other	Mall space donated by 	115600	65000	15600
h. Other	Free clothing, books	5000	3000	3000
Total In-Kind Contributions		125600	78000	23600

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

____ The organization is projecting a revenue surplus for FY26.

____ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

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

Parent Organization: _____

Shaymar Higgs

Executive Director

2/1/26

Name

Title/position

Date

(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. **WHAT TO SUBMIT:** please send the following in PDF format to the address on page 1 in a single email.

1. **REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
2. **REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
3. **REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
4. **OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
5. **OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

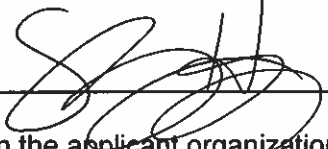
H. **OPTIONAL: Additional information.** If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

In consideration of the budget challenges for the City of Greenbelt, we are making our funding request less for FY27 than for FY26.

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.

I. **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  Date 2/1/2026

Your role within the applicant organization Executive Director

Organizational Overview

The SPACE: Free Art For All, located in Beltway Plaza Mall in Greenbelt, Maryland, offers free programs in arts, wellness, workforce development, technical design and fabrication arts, and entrepreneurship for local residents, especially low-income residents of the Franklin Park area.

Mission Statement: The SPACE provides underserved communities with access to high-quality art supplies, materials, and lessons to build skills and gain exposure to entrepreneurship, career development, and personal growth. The SPACE provides a pro-social environment that promotes individual support through arts education and exploration opportunities, career development, and wellness services to youth, adults, and families in underserved communities.

Regular free weekly programs and services include:

- *Sew What: Learning to Sew* (Sunday 1:30 – 3:00)
- *Strings & Keys:* Music lessons (Wednesday 5:30 to 6:30 pm)
- *FAFA Gaming* (First and third Friday, 5:00 to 7:00 pm)
- *Blossom to Bloom:* Yoga and Mindfulness with René Hood (Saturday 10:00 – 11:30 am)
- *Artrepreneur Program:* This four-week program combines creativity with business, equipping participants with foundational skills in creative tools, AI technologies, and entrepreneurship to turn their artistic ideas into business ventures. Classes are held Tuesday, Wednesday, and Thursday, 5 – 7 pm.
- **Community Gathering:** The SPACE provides physical and digital spaces for residents to gather, organize community projects, and create positive experiences to instill joy and hope. Through art and community convening, The SPACE is evolving into a community resilience hub that provides opportunities to expand agency and connectedness in Greenbelt.
- **Workforce Development Center:** The back room of the Third Space Lounge is now a Workforce Development Center (WDC) under the Employ Prince George's organizational umbrella, with 3 computers, network access, a color laser printer, worktables, and office supplies to allow prospective employees to search and apply for jobs, take training for career development, and learn technical skills.
- **Electronics Entrepreneur Lab (E2Lab):** The E2Lab showcases equipment and training for young entrepreneurs to learn marketable skills, including 3D printing, laser engraving, AI arts creation, and custom clothing creation with Cricut-produced vinyl transfers.

Achievements and Challenges:

Achievements in 2025 include opening an American Jobs Center location, securing a Makerspace expansion grant from Tedco Maryland, and selection as one of six nonprofits to participate in the 2025-2026 Employ Prince George's Nonprofit Capacity Building Cohort, sponsored by Employ Prince George's and offered in partnership with Maryland Nonprofits. Challenges include the loss of the former Big Lots store space for programming and storage, and the need to raise funds in an increasingly competitive environment.

Program Impact

The SPACE Free Art For All is a Black-founded, Black-led non-profit community arts, tech, wellness, and entrepreneurship hub built on one simple belief: access changes lives. We specialize in creating environments where anyone—regardless of age, income, background, or experience—can walk in and learn something new. From free art studios and open maker spaces to workforce development, business incubation, and youth entrepreneurship programs, our goal is to remove barriers and make creativity and skill-building available to everyone.

What sets us apart is that everything we offer is rooted in care and community-first design. We're known for being warm, welcoming, and radically accessible. We don't gatekeep creativity. If someone is curious, we make room for them. We empower people through 3D printing, laser engraving, photography, videography, sewing, painting and visual arts, music, wellness practices, and more—offered in ways that feel human, not transactional.

The SPACE has become a genuine home for so many people. We cultivate environments where folks feel safe to explore their talents, ask questions, make mistakes, heal, and grow. We're also an official American Job Center, offering pathways into skills-based training and workforce development right in the heart of the community.

The SPACE isn't just a series of storefronts within a mall—it's a movement. It's a commitment to showing up for one another and creating opportunities where they didn't exist before. Whether you're looking to learn a new skill, build a business, find community, or simply create something with your hands, there is a place for you here.

The SPACE locations are adjacent to two "qualified" Census tracts that encompass the 2,800-unit Franklin Park Apartments, which house 39% of Greenbelt's population. At least 50% of households in this area have incomes less than 60% of the Area Median Gross Income (AMGI). Residents in this area have the lowest income in Greenbelt and are mostly Black and Latinx.

Most of Greenbelt's arts and recreation programs and facilities are located in "Old Greenbelt," locally known as the town center, and not within easy walking distance of Greenbelt West residents. The SPACE offers a critical opportunity for residents in Greenbelt West to engage with the arts and access personal development services tailored to their needs, all in a nearby location.

The SPACE has engaged participants in over 25,000 arts, training, or community experiences since 2018 through its programs and services, distributing thousands of items of free clothing and shoes, as well as over 10,000 free books.

Goals

The SPACE goals for the current and next fiscal year relate directly to our mission, as indicated above. We envision The SPACE providing more opportunities for engagement with the arts and technology and growing in impact in the region while also remaining true to its core values of: 1) creating safe “third spaces” for growing community and 2) providing opportunities for individuals – especially those in need – to discover themselves and each other through art to heal, share, and question their experiences. Specific goals and benchmarks from our strategic plan include:

1) Finding a larger home facility that can:

- Expand the MakerSpace with more equipment and training programs
- Provide an incubator space for Artpreneurs to pilot new businesses and support sales and marketing for their income streams
- Provide more classroom space for visual and fabric arts and music instruction
- Offer inviting, welcoming, and safe spaces for community gathering

2) Growing sustained income from grants, fundraising, and specialized training programs. The SPACE Operating Budget for calendar year 2026 is \$200,000, a challenging increase from last year's income of \$155,402.

3) Growing the four-week Artpreneur program that offers a fusion of arts and technology to support personal growth and new business. Next-level growth benchmark: 200+ graduates per year and 25 new businesses providing at least supplemental income.

4) Growing support services for new business startups. Goal: Create online storefront.

5) Improving operations, management, governance, financial stewardship, and administration through non-profit training. Goals include growing the Board to seven members and finding a Treasurer, developing better approaches to communicate financial and programming status, automating manual processes for bookkeeping and record-keeping, and applying for Basics accreditation with Maryland Nonprofit's Standards of Excellence.

6) Growing partnerships with County and State governments, nonprofits, arts and civic groups, and businesses. Goals include sponsoring workshops to facilitate networking, growing the partnership community, and supporting mutual growth and impact.

7) Finding more instructors and trainers for arts, music, and Artpreneur classes. Goal: Contract with 4-6 new part-time instructors.

8) Growing the Workforce Development program to provide training and support for employment. Goal: 50 people register with Employ Prince George's and begin pathways toward self-improvement, 20 people find employment.

9) Grow the volunteer program to support programs and operations at all levels. Goal: create an organized program to engage and coordinate volunteers.

Indicators of likely success

These resources, factors, and dynamics are the best indicators that The SPACE will realize its strategic plan goals:

1) Leadership: The SPACE leadership crew, as indicated on the attached Key Personnel page, has evolved into an effective team that works creatively and diligently to realize the mission of The SPACE.

SPACE leaders have committed to growing in their various roles through training. The SPACE was one of six local nonprofits selected to participate in the 2025-2026 Employ Prince George's Nonprofit Capacity Building Cohort, sponsored by Employ Prince George's and offered in partnership with Maryland Nonprofits, based on the Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector. The seven-month program provides a comprehensive review and development of policy and operations to enhance mission effectiveness, ensure compliance, improve governance, and build public trust. The program covers:

- Mission, Strategy and Evaluation
- Finance and Operations
- Governing Boards, Staff and Volunteers
- Resource Development
- Legal Compliance and Fundraising
- Conflicts of Interest, Public Policy
- Application Preparation and Funder Panel

2) Community trust: through its programs, services, and commitment to understanding and meeting the needs of Greenbelt residents – especially those most in need – The SPACE has built trust within the community. Based on its performance and vision, The SPACE has received grants from the City of Greenbelt, Prince George's County, and the State of Maryland and has built a donor base of engaged and supportive local residents.

3) Partnerships: The SPACE has developed partnerships with dozens of local organizations for mutual support of missions and service. These partners help expand The SPACE's capacity and effectiveness. These Partners include the City of Greenbelt, Maryland TEDCO, Playtime Project, Quantum Companies (owners and managers of Beltway Plaza), Greenbelt Community Foundation, Employ Prince George's, Kingsman Academy and Pathways Charter Schools, Energetics Technology Center, EnableDC, and the National Building Museum.

4) Legacy of Effectiveness: The SPACE has progressively and consistently built capacity since 2018 to offer more programs and services and engage more local residents. It has steadily increased its revenues since its founding and has attracted leaders and volunteers to implement the vision of creating a community resilience hub based on the arts that provides opportunities to expand agency and connectedness in Greenbelt and the region.

The SPACE: Variances and Notes on Financials

Income:

a. Sales of goods: ELab and entrepreneur student merchandise sales increased in FY25 over FY24.

c. We have a contract with two charter schools -- Kingsman Academy in Washington, DC, and The Pathways Schools in Silver Spring -- to train students for an extended Artrepreneur Program. Only 3 students participated in this program in FY25; 12 attended in FY26. We expect this program to grow.

h. Individual donations: our fundraising efforts through a Pi Day program, an online auction, and an end-of-year appeal significantly increased FY25 individual donor funds over FY24.

i & l. City of Greenbelt Support:

City FY25

- ARPA Workforce and Business Development Grants for calendar year 2024: \$50,000 and an additional \$50,000 for calendar years 2025 through 2026
- ARPA Mini-grant for pocket garden irrigation project (fiscal sponsor only): \$500
- Greenbelt Recognition Group Operating Grant: \$20,000

m. Other grants:

- FY26: The SPACE received a Makerspace Expansion grant of \$50,000 from TEDCO Maryland (\$25,000 received in October 2025, \$25,000 coming in April 2026) and \$5,000 from Maryland Nonprofits/Employ Prince George's. We aim to increase grant funding from other sources in FY27.

n. Miscellaneous:

- FY25: MD State Property Tax Refund \$587.37 + Interest Income \$308.84
- FY26: Includes to-date: cleaning \$99.99, Shipping & Delivery \$221.51, Repairs and Maintenance \$286.23

Expenses:

a. Salaries and wages: we intend to pay the Executive Director and some part-time help through salary and wages by spring 2026 and through City FY27. As of 2/2/26, The SPACE has no employees.

c. Contractual personnel: The amount decreases in FY26 and FY27 as some payments are reclassified as salary and wages.

d. Facility rental: Beltway Plaza Mall began charging rent in 2024, now at \$1550 monthly

e. Online services: moved Software and Apps to this line for FY25.

i. Supplies and materials. FY25: Includes desks and furniture for the Business Development Center and ELab; storage cabinets and shelving; "uniform" jerseys, t-shirts, and jackets custom printed in-house with the Outreach logo for the FY25 Outreach canvassing fiscal sponsor project; office supplies; 3D printing supplies; and laser engraver supplies.

j. Equipment purchases. FY25: Includes equipment purchases to equip Outreach workers with iPads for canvassing and to equip the Entrepreneur Lab with 3-D printers, heat presses, a laser engraver, and iPhones and iPads for video production and photography.

u. Other

FY25: Security System: \$105.99

FY26: Includes cleaning \$99.99, shipping and delivery \$221.51, repairs and maintenance \$286.23 and miscellaneous \$92.27 to round to \$700

The SPACE Leadership

The following SPACE crew members have provided the leadership to start, grow, and sustain the nonprofit.

Shaymar Higgs: Founder, Executive Director, and at-large Board member. Shaymar is Founder and Executive Director of The SPACE: Free Art For All. He was named the 2021 Outstanding Citizen of the Year for the City of Greenbelt for his service to the community and his support of arts programming for underserved residents in Greenbelt West.

His vision for using the arts to empower individuals and build community has guided The SPACE from its beginnings as a pop-up pilot project in 2018.

Sadibu Kabba: On-site volunteer and project coordinator. Sadibu has supported The SPACE since 2019, first serving as an intern. He has since expanded his role to include onsite operations and program maintenance. More than any other volunteer, Sadibu keeps the doors open.

Kimmie Jolly, Director-at-large: Kimmie has been a proud member of The SPACE for the past 6 years. Her passion lies in bringing joy and positivity to people's lives, and she is eager to continue supporting The SPACE as it grows and flourishes.

Robert Rand, Board chair: Bob is a retired federal IT worker who moved to Greenbelt 21 years ago. He loves The SPACE's vision to explore the fusion of the arts and technology and to create a much-needed "Third Space" in Greenbelt West.

Rev. Dr. Melissa Sites, Director-at-large: Melissa is the Executive Director of the College Park Arts Exchange. She is passionate about incorporating the arts into everyday life. With wide-ranging interests across the arts and humanities, Sites holds a BA from Hollins College in English and Music, an MFA in poetry, a Women's Studies Certificate, and a PhD in English Literature from the University of Maryland. An ordained Episcopal Deacon, Sites has completed the EfM Theology extension program and the Contemplation and Creation Care certificate from Sewanee, and enjoys studying Biblical Hebrew.

Stephanie Carter: Director-at-large: Stephanie Carter is a passionate community leader, creative entrepreneur, and lifelong advocate for accessible arts education. As the founder of Urbanique LLC and the nonprofit Brothers and Sisters Inc., she brings a wealth of experience in youth mentorship, creative programming, and grassroots community outreach. Her work focuses on creating safe spaces for youth—especially young girls—to explore their individuality through projects like mentorship programs, handmade fashion design, beauty and wellness education, and creative business development.

William A. Cox, Volunteer, technical support: William has been involved in entrepreneurial ventures since 2015, with expertise in electronics, programming, CAD, circuit design, 3D printing, and research and development. He has led numerous classes and played a key role in introducing 3D printing to The SPACE. Additionally, he has been instrumental in selecting the right hardware for

electronics prototyping and assembly. William is driven by a passion for teaching others how computers and electronics work and fostering technological proficiency. His goal is to create a collaborative environment where people can work on projects without the burden of expensive equipment. Looking ahead, he aims to help evolve The SPACE into a dedicated Maker Space.

Shawn Morris, Tech Specialist, A-Tech IT Solutions: With around 8 years of experience in open-source, server-based, and data storage technologies, Shawn Morris brings a hands-on, solutions-driven approach to his work. As the owner of A-Tech IT Solutions, he excels in bringing concepts to reality, focusing on his passions for computers, programming, and home assistance technologies. Shawn's drive comes from his love of making things happen and his goal of seeing his creations embraced and utilized by the community.

Jessica Yirenkyi: Operations support: Visual artist, marketing strategist, and community development professional. Jessica brings a multidisciplinary background in visual art, graphic design, nonprofit operations, real estate, and program development to her support of The SPACE. She has led branding, marketing, policy development, and strategic planning for arts and community-based organizations, with a focus on building sustainable systems that support artists and underserved communities. Through her work in creative entrepreneurship, housing advocacy, and nonprofit governance, Jessica contributes both technical expertise and a long-term vision for strengthening The SPACE's capacity, compliance, and impact in Greenbelt and beyond.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
 Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling. Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY, AND SUMMARY OF REQUEST

1. Name of organization: Greenbelt Cultural Arts Center
2. Year of founding: 1980 3. Website: https://www.greenbeltartscenter.org/
4. Social media: @GreenbeltArtsCenter on Facebook, Instagram, Youtube
5. Federal tax ID # (if applicable): [REDACTED] 6. Fiscal year dates: 7/1/2026--6/30/2027
7. Contact person: Name [REDACTED] Position President
- Telephone [REDACTED] E-mail [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]
9. Please indicate the amount of your grant request here \$34,600 and describe the intended use of these funds below. Please be as specific as possible.

Greenbelt's only live theater requires a fully equipped and well-maintained facility, including a functional stage, professional lighting and sound systems, set construction, and a welcoming, high-quality audience experience. The city grant support helps cover some of the essential fixed expenses such as rent, utilities, salaries, payroll taxes, and insurance, all other facility-related costs, including repairs, replacements, and critical improvements, must be funded independently. At the same time, our commitment to supporting original productions and local artists often means operating at a financial loss for those productions. Our other costs include royalties and licensing fees, costumes, set construction materials, ongoing maintenance of lighting and technical equipment, props, and marketing. This City grant allows us to sustain accessible, community-centered programming, maintain a safe and functional performance space, and continue serving as a vital cultural resource for Greenbelt and surrounding communities. We continue to partner with the City in providing free space to The City's Camp Encore, its summer theater camp, with two four-week sessions. GAC also partners with the "Wild Rumpus" at Halloween, providing changing areas and a home base for performers in the Wild Rumpus/Halloween Parade taking place in the Town Center.

- 10. In-kind City support.** What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

Often the spaces in our facility - the stage area, the green room, the lobby are in full use by multiple productions. In these cases, we ask for the use of rooms in the Community Center and Youth Center as available.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT
APPLICATION INSTRUCTIONS
Fiscal Year 2027
Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.
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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
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. **Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
5. **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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

 X FY24

 X FY25

 X FY26

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

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

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

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

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

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Chris Dullnig Title: Treasurer

Name: Carol Shaw Title: President

B. PERSONNEL

- 1. Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Carol Shaw	Yes	President	Board
Chris Dullnig		Treasurer	Board
Alan Duda	Yes	VP Administration	Board
Danielle Delgado		VP Programs	Board
Marianne Virnelson	Yes	Secretary	Board
Linda Thompson		At-Large	Board
Wynne Kleinberg		At-Large	Board
Jeff Poretsky		At Large	Board
Wes Dennis		At-Large	Board

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

N/A

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: _____.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Sian MacAdam	Yes	General Manager	Part-time Staff, year round
Veronica Ramos	Yes	Cleaning staff	Contractor, year round

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here ____ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS:** 50 / % Greenbelt residents 40
 % ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 50 / % 60+ yrs. 50

Briefly describe your volunteers' roles and contributions.

Volunteers fill all the roles in a production - producing, directing, acting, stage managing; designing lighting, sound and sets; directing and managing the lighting and sound; set building. Other volunteers help keep the facility clean and organized as well as ensuring that the equipment needed is in stock and available. Artists volunteer their time and art work to display in our galleries both one site in the lobby and online. Other volunteers recruit, organize, manage, hang/post art work. The Front of House - ticket sales, box office, concessions are all volunteers. To manage the organization, volunteers direct and implement the process of securing productions for the next season; the back end operations of finances, computers, project management systems, and marketing - website, social media, design and printing of all materials.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. **How many people actively participated in your organization's primary programming activities?** 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 **ACTIVE PARTICIPANTS**: 220 / % Greenbelt residents 40
% ages 12 and under 0 / % 13-17 yrs. 5 / % 18-59 yrs. 50 / % 60+ yrs. 45

Briefly explain whom you have included in these figures and how you calculated the total.

Included in these numbers are all the people involved in a production - producer, director, assistant director, stage manager, assistant stage manager, technical director, music director, musicians, choreographer, photographer, set designer, construction crew, lighting designer, lighting technician, sound designer, sound technician, props manager, costume designer, wardrobe crew, hair and makeup artist, running crew and stage hands. Working during a production are volunteers running the box office, concessions, and ushering. And the artists who display their work in our galleries both on site in the lobby and online. These are tracked by having their names listed in the programs, in our lobby and in our promotional materials.

2. **How many additional people participated in your organization's primary 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**: 2,300 / % Greenbelt residents 50
% ages 12 and under 5 / % 13-17 yrs. 15 / % 18-59 yrs. 40 / % 60+ yrs. 40

Briefly explain whom you have included in these figures and how you calculated the total.

Additional people who participate are audience members who we track by ticket sales. We track attendees at our special events such as the artists receptions, annual meeting, volunteer appreciation event, and our season launch party by having sign in sheets.

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages	General Manager salary + taxes	18,075.00	20,000.00	18,500.00
b. Consultants' fees				
c. Contractual personnel	Cleaner	1,715.00	3,000.00	1,740.00
d. Facility rental	Co-op, costume shop, rehearsal space	39,834.00	35,000.00	40,630.00
e. Online services	office, software (CloudAly, Adobe, TechSoup, ZOOM, eSmart Payroll)	2,574.00	2,500.00	2,800.00
f. Dues, memberships, league fees	AACT and WATCH	879.00	800.00	900.00
g. Utilities	electricity, heat, water, phone, internet	7,249.00	11,000.00	7,500.00
h. Insurance	facility, D&O, volunteer insurance	3,140.00	4,095.00	4,000.00
i. Supplies and materials	supplies & maintainance	2,391.00	2,500.00	2,560.00
j. Equipment purchases	replace or repair existing equipment	9,285.00	1,000.00	1,500.00
k. Equipment rental	carpet cleaner	150.00	295.00	150.00
l. Marketing and outreach	marketing, postage, printing, volunteers, outreach	4,306.00	5,000.00	4,550.00
m. Travel and lodging				
n. Food/catering	concessions	0.00	150.00	145.00
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Royalties & Scripts	11,333.00	6,500.00	12,000.00
t. Other	Production Costs	3,132.00	5,000.00	3,900.00
u. Other	Ticket & credit-card fees, city inspection fees	5,730.00	3,500.00	5,050.00
Total Expenses		\$ 109,793.00	\$ 100,340.00	\$ 105,925.00

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods				
b. Admissions	GAC & Guest Productions gross	30,845.00	32,000.00	45,000.00
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		2,595.00	3,700.00	3,700.00
f. Corporate support				
g. Foundation support	Greenbelt Foundation (FY25)	5,000.00	5,000.00	1,000.00
h. Individual donations		4,510.00	9,000.00	6,000.00
i. Greenbelt support: ARPA				
j. Greenbelt: Project Grant				
k. Greenbelt: Operating Grant		43,275.00	43,275.00	34,600.00
l. Greenbelt: other Council appropriation				
m. Other grants	MSAC	6,469.00		8,500.00
n. Other	rental of space	650.00	2,000.00	
o. Other	Royalty Reimbursement	570.00		
p. Other	Interest Income	4.00		6,000.00
Total income		\$ 93,918.00	\$ 94,975.00	\$ 104,800.00
Net profit or loss		Actual Totals	Budget	Projected
Complete this section manually		City FY25	City FY26	City FY27
Profit (income in excess of expenses)		(15,754.00)	(2,865.00)	(1,125.00)
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)	15,875.00	2,865.00	1,125.00
	Amount to be made up with borrowed funds (does not count toward your grant match)			

- a. Variances.** 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, as noted in section G3, below.
- b. Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	22,183.00	20,000.00
b. Restricted operating funds **	10,207.00	315,000.00 *
c. Restricted capital funds**	48,844.00	50,000.00
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$ 81,234.00	\$ 385,000.00

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

*Major gift (estate)

Intent is to use interest only (income line p) to close any annual operating shortfalls

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

Restricted operating funds to generate annual income from earned income from investments to cover annual shortfalls. Restrict capital to build a building.

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.		0.00	
b.			
c.			
Total Debt		\$ 0.00	\$ 0.00

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Pro-bono professional services (legal, accounting, etc)		1,000.00		
b. Other waived fees				
c. Donated equipment		350.00		
d. Donated supplies and materials		200.00		
e. Donated travel and lodging costs				
f. City of Greenbelt: free facility use*				
g. Donated space rental: other				
h. Other				
Total In-Kind Contributions		\$ 1,550.00	\$ 0.00	\$ 0.00

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

☐ The organization is projecting a revenue surplus for FY26.

☐ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

As a community theater, we operate on a narrow margin and currently average an annual net operating deficit of approximately \$6,000. To sustain programming, this shortfall has historically been covered by drawing from organizational savings and investments, a practice that is not financially sustainable long term. We are actively working to strengthen our financial stability by building restricted operating funds with the goal of generating at least \$6,000 annually in earned interest, allowing us to offset operating losses without depleting principal. Our goal is to go beyond covering our losses to expanding our reach so more Greenbelt residents can participate in our programs. The City's grant is essential to ensure the theater's continued accessibility, artistic programming, and service to the community.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). 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: _____

Carol Shaw

Name

President

Title/position

2/1/26

Date

(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. **WHAT TO SUBMIT:** please send the following in PDF format to the address on page 1 in a single email.

1. **REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
2. **REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
3. **REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
4. **OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
5. **OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

H. **OPTIONAL: Additional information.** If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

NA

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.

I. **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 Carol Shaw Date 2/2/2026

Your role within the applicant organization President

1. Organizational Overview

The mission of the **Greenbelt Cultural Arts Center (GAC)** is to provide a dedicated and sustainable entertainment and educational hub for fine and performing arts that enriches the life and cultural heritage of Greenbelt and surrounding communities. One of GAC's primary goals is to be an open and welcoming place for all. GAC's theatrical and art programs introduce audiences to a wide range of artistic styles and perspectives while providing an affordable and accessible form of entertainment that can be enjoyed by people of all ages and backgrounds.

Program Overview

Greenbelt Arts Center's theater season features a balanced mix of well-known standard productions, original works, and partner company performances that reflect our commitment to artistic excellence, new work development, and community engagement. Our art galleries encourage and support new and emerging local artists. For some, this is the "world premiere" of their production or art. Below are this season's FY26 productions and art exhibits.

GAC Productions anchor the season with powerful, socially relevant plays that address pressing contemporary issues. *The Hot L Baltimore* examines homelessness and economic inequality, while *A View From the Bridge* and *Sweat* explore immigration, labor, and the consequences of fractured communities. The season also includes *The Guy Who Didn't Like Musicals*, a genre-blending musical that expands audience access through humor and inventive storytelling.

Guest Theater Organizations (GTO) GAC provides space for other theater companies who do not have space for performances. Hosting different companies attracts diverse audiences, offering a range of styles and genres of performances. This arrangement not only enriches our programming offerings and gives local artists more opportunities but also positions the theater as a cultural hub within the community. Most of these GTO's productions are original scripts or music. Additionally, shared resources help cover operational costs, making it a sustainable model for supporting the local arts scene. This year's GTO's include original plays, musicals, music performances, and interactive experiences. These productions—*It Will All Make Sense in the Morning*, *The Mountaineer*, *Wifey Unknown*, *The Chromatics*, and *Hot Takes.ppt*—support emerging artists and provide audiences with innovative, participatory performance opportunities.

The Rude Mechanicals, our resident GTO theater company, contributes bold reimaginations of classical works. Their productions of *King Lear*, *Romeo & Juliet*, and *Salome* use contemporary settings and theatrical innovation to make canonical texts accessible and resonant for modern audiences. They produce three productions annually and provide a major source of volunteers to assist with other productions with technology, set building, and all other areas.

Together, these productions advance Greenbelt Arts Center's mission to foster creativity, support artists, and engage the community through diverse, meaningful, and high-quality performing arts experiences.

GAC's physical and online art galleries encourage and support new and emerging local artists by providing free, accessible exhibition opportunities for both display and sale. Artists do not have to pay any fees, which eliminates a typical financial obstacle and gives creators of all experience levels the chance to share their work with the community. The online gallery supports this mission by displaying artists and artwork that might not fit into a physical location, making art more accessible and reaching wider audiences and creators.

Recent exhibitions have highlighted a wide range of artistic voices, mediums, and cultural perspectives. Featured artists include **Shaymar Higgs** and artists from **The SPACE (Sharing**

Positive Artistic and Creative Energies) as part of a community Pride initiative; **Leslee Kroh Clapp**, whose assemblage work transforms discarded objects into whimsical narratives; painters such as **Hilary Beall**, **Valerie Orlando**, and **Marillyn Glass**, whose work explores color, light, everyday moments, and abstract perspectives; and mixed-media artists including **Eileen Murray-Kraft** and **Racquel Keller**, whose work examines scale, collage, and the space between reality and dreams. Exhibitions have also featured artists like **Frankie Alike**, whose work pushes boundaries between traditional and modern forms; **Amanda Spaid**, whose locally rooted storytelling celebrates regional wildlife; and portrait artist **Orion Romero**, whose work reflects multicultural heritage and first-generation experiences. Together, these exhibitions demonstrate GAC's ongoing commitment to amplifying diverse artistic voices and fostering meaningful connections between artists and the community.

During the autumn season, our theater encountered an unforeseen setback when a planned nine-show run was cancelled, leading to a substantial shortfall in expected income. In response, we quickly adapted by recruiting individual performers and small ensembles to present one- to two-performance engagements, providing artists such as a local magician and music groups like the Minstrels with valuable stage opportunities while helping to sustain programming and audience engagement during a difficult period. Although we plan a full season of productions, we want to retain this flexibility to add one-night or one weekend events and performances throughout the year, giving Greenbelt audiences a wide range of live theater, music, art, and cultural experiences to enjoy.

Over the past year, GAC has worked tirelessly to improve and modernize our theater technology needed to bring the theater up to current industry standards. We replaced an outdated light board with a new system that offers significantly greater flexibility, particularly using energy-efficient LED lighting, allowing for more dynamic and creative stage designs. In addition, we added a screen and projector to support multimedia-driven productions such as *Hot Takes.ppt*. Our sound capabilities were also upgraded with the installation of a digital sound system, enabling clearer audio and faster, more reliable sound cueing, which enhances both performer and audience experience as well as overall production quality.

GAC faces many challenges with its facility which is in the basement of the Coop. Our main challenge is having to fund improvements to the facility ourselves. Noise from neighboring renters frequently interferes with performances and requires adding sound baffling throughout the facility. The limited ceiling height and restricted infrastructure makes it expensive to install optimal lighting, rigging, and acoustic treatments. Being in this older building requires costly electrical upgrades not only to support modern equipment, but to improve safety issues which can include moving EXIT signs throughout. Budget constraints, reliance on volunteers, and limited access to technical specialists' slow implementation and maintenance of new systems. Storage constraints, ongoing accessibility improvements, and the challenge of coordinating rentals, rehearsals, and performances within a shared facility present additional complexity in establishing a fully modern, high-quality theatre environment.

While city grant support helps offset some of our essential operating expenses such as rent, utilities, salaries, payroll taxes, and insurance, all other operational and facility-related costs, including repairs, replacements, and critical improvements—must be fully covered by us. At the same time, our commitment to supporting original productions and local artists often requires us to operate at a monetary loss for those productions. Our other costs keep increasing. These costs include royalties and licensing fees, costumes, set construction materials, ongoing maintenance of lighting and technical equipment, props, supplies and marketing. Grant funding is essential to sustain our artistic programming, maintain a safe and functional facility, and ensure continued access to high-quality, community-centered performances.

2. Program Impact

As Greenbelt's only live theater, GAC provides a unique opportunity for creative expression, allowing residents of all ages to participate in and enjoy performances on our stage and art in our lobby and online galleries. GAC's season programming aims to offer many chances for Greenbelt community members to feel welcome in the GAC space. Cast, crew, volunteers and audience members experience a shared sense of connection that fosters a sense of community and belonging.

When asked what being a part of the GAC creative community meant to them, one GAC participant had the following to say: "There is truly something special about community theater. Performing at GAC allows you to experience being part of a tight-knit community committed to making theater that touches people's lives. There are so many stories the greater Greenbelt community can benefit from experiencing, and we are very lucky to have a theater that is so capable of telling them."

GAC serves as a collaborative hub for the arts by establishing partnerships in Greenbelt. We provide our partners with space, resources, and logistical support. **The Rude Mechanicals** are our resident theater troupe. They provide GAC with significant volunteer support in all areas. We are partnering with **The Village Idiots**, an improv troupe to add a new type of theater to our repertoire. We partner with the City's **Camp Encore**, its summer theater camp, which uses our space for two four-week sessions each summer and with the **"Wild Rumpus"** at Halloween, providing changing areas and a home base for performers in the Wild Rumpus/Halloween Parade taking place in the Town Center. As a member of the Greenbelt Town Center Merchants Association, GAC promotes use of the other retailers in the Roosevelt Center. Patrons, cast, crew and volunteers often eat at local restaurants or stop by the Co-Op for some shopping. We financially support the Greenbelt Supermarket and Cooperative as a renter and the Greenbelt News Review as an advertiser.

Each of our free lobby and online art galleries showcases a unique artist for every production, and whenever possible, the featured artwork complements the theme of the current theatrical performance. We give local artists the opportunity to display their work. We host artists from various ethnic backgrounds, from the LGBTQ+ community, senior citizens, and youths.

GAC's programming enables performers/artists and audiences alike to explore new ideas, cultures, sensory experiences, and diverse perspectives through the characters portrayed, the stories told, the art on display. The gift that theater and the arts brings to the community is the opportunity to empathize with others in a way that can bring understanding of experiences not otherwise possible in our daily existence.

3. Goals

GAC's top three priorities for the current and next fiscal year are:

1) Goal: Provide Diversified Programming and Performance Opportunities

To address the challenge of losing a major three-weekend fall production—traditionally one of our most significant revenue sources, GAC reimagined its programming model. Instead of leaving a gap in the season, we introduced a series of shorter one- and two-night performances, allowing smaller local groups and emerging artists to take the stage. This shift not only maintained an active performance schedule but also opened our doors to a broader range of performers and audiences. By welcoming guest artists, improv groups, and community organizations, we expanded participation and increased the theater's visibility. These shorter engagements also provided audiences with diverse, affordable entertainment options while

GAC NARRATIVE FY27

keeping the facility in active use. The change demonstrated GAC's flexibility and commitment to community service, even amid financial and logistical challenges. Looking forward, GAC plans to restore at least one full three-weekend production in the fall, while maintaining select shorter events. This balanced approach supports both artistic growth and financial sustainability. The success of this adaptive programming model highlights GAC's ability to respond creatively to challenges, sustain audience engagement, and continue providing accessible cultural opportunities for Greenbelt and surrounding communities.

2) Goal: Strengthen Member and Volunteer Engagement

GAC aims to increase participation and retention among both members and volunteers by enhancing involvement, satisfaction, and long-term commitment. To this end, GAC plans to host two engagement events each year inviting both members and volunteers: an August season-opening celebration and a joint appreciation event for members and volunteers in June. We will reach out to lapsed members and, to attract new members, develop attractive incentives such as discount tickets, early access to audition announcements, and special access to the production teams after a performance. We will hold two volunteer recruitment events which will highlight specific volunteer needs such as usher, lighting tech, set builder and introduce attendees to the GAC person with whom they would work.

3) Goal: Expand Community Outreach and Awareness

GAC will broaden its visibility and deepen community connections through coordinated outreach and marketing efforts such as expanded social media activity, refreshed branding, and improved promotional materials. With the formation of our new marketing committee, GAC is implementing a consistent, year-round marketing strategy, using all organizational communication channels, including the website, social media platforms, YouTube, newsletters, and word of mouth. This strategy will strengthen message consistency, improve promotional reach, and build a recognizable public identity. A key component of this effort is encouraging cast members, crew, production teams, and volunteers to use their own communication networks to amplify each production's visibility. Sharing posts through personal social media, local community groups, workplace networks, and school or neighborhood circles will significantly increase GAC's promotional reach at no additional cost while fostering ownership and pride among participants.

4. Indicators of Likely Success

GAC has been in Greenbelt for 45 years. We have a proven track record of consistently producing theater and supporting the arts. The metric for gauging success of our current goals is an increase in participation at GAC, from the number of members, to production submissions, to audience members, to volunteers in production, administration, front of house operations or GAC committees. Currently, We are seeing an increase in all those areas, which we track through our database and online scheduling system. We have established goals for staying on schedule in each production's progress tracked by JIRA, our new project management software. Tasks in other areas such as financial responsibilities and promotion are in the process of being added to JIRA. The new marketing committee is analyzing website, social media, and email open rates to gauge online interaction. GAC recently solicited proposal submissions for its 2026-2027 season programming. We received an unprecedented number of submissions for our upcoming season and look forward to putting together a diverse and exciting season that resonates with the Greenbelt community and beyond.

GAC_ Budget Variances_ FY27

EXPENSES

J - Equipment purchases - Nonprofit Recovery Grant funds received in FY24 were spent in FY25 to purchase a digital piano and cover, QLab digital sound system along with a Mac laptop to run it, and LED lights.

N. Food/catering - did not have concessions in FY25 and now purchase food for concessions.

INCOME

B. Admissions - for several years, full production fall shows have been cancelled or unable to be produced. Our goal is to host or produce 2 full production shows (3 weekends) in the fall of FY27. With a large increase in play/musical submissions for FY27, we expect to meet that goal.

G. Foundation Support - we are looking into other foundations for funding. GCF only funds once every few years and has been our main source of foundation funding.

I. Other - Royalty reimbursements. -in FY25 were from a canceled show. We do not expect this again.

J. Other grants - we received \$8382 from the Maryland State Arts Council for FY26 and have reapplied for a new 3 year grant period with the hopes that we will receive more funding in FY27.

K. Other Rental of Space - GAC and GTO productions are using our space at maximum capacity. And, a renter must supply us with a \$1 million insurance coverage as required by our insurer. Many do not have this capability.

M. Other - GAC averages a negative net of \$6,000 annually. The board is choosing to use the earned income in our board restricted funds with a goal of producing \$6,000 in earned income to have a \$0 net or positive net in operating funds.

Net Profit & Loss

We received the income from the Nonprofit Recovery Grant (ARPA) in FY24 and spent the remainder in FY25. Consequently, there is a \$22,220 loss for that FY25.

GREENBELT ARTS CENTER BIOS

Sian MacAdam, General Manager: Sian has been a resident of Greenbelt for more than 20 years. As GM she oversees facilities operations, including heating, plumbing, electrical issues, and general maintenance for the building. She does the bookkeeping working closely with the Treasurer. She works with all theatrical groups using the GAC space scheduling auditions, rehearsals, and works to keep productions on schedule. Sian also manages the numerous GAC volunteers, interacts with the public, and handles rental groups using the facility.

Carol Shaw, President: Carol has over 30 years of fundraising and nonprofit management experience. In 2004, Carol was a founding board member of the Greenbelt Community Foundation. She returned to the GCF board in 2015 and served as president from 2018 until 2021. She has served as board member and president or chair for GIVES and the Senior Citizens Advisory Committee. From her retirement in 2014, she has managed GAC's Front of House. She joined GAC's board in 2023 and served as treasurer until being elected president in 2024.

Chris Dullnig, Treasurer: Chris is new to the Greenbelt Arts Center but has done community theater since he was 17 years old. He took a 30 year hiatus to have children and properly care for them. Chris Dullnig is an engineer working at GSFC for the last 40 years. He has worked on many projects with complex issues, both individually and on teams, earning him multiple awards. Chris has volunteered at the box office, but prefers the stage. Chris is a member of the Rude Mechanicals and has been involved in the last 4 GAC productions.

Alan Duda, VP Administration: One of the top leaders in the Rude Mechanicals, GAC's Resident Theater Troupe. Does all areas of production - directs, produces, set build. Known as the "Crap Maven" for GAC as he helps keep the facility organized.

Danielle Delgado, VP Programs: Danielle is currently serving her first term as VP Programs for GAC. She has spent her career focused on education program management and communications, with the goal of providing engaging and diverse learning experiences and content to young students. As a lifelong theater lover, Danielle is excited to bridge her experience and passions together for the arts community in Greenbelt.

Marianne Virnelson, Secretary: Marianne is an avid performer with degrees in Music & Theatre from Randolph College. She auditioned for her first community theatre production at age 5 and hasn't stopped since. She has been performing at GAC since she moved to the area in 2022. In 2024, when looking with her fiancé to purchase their first home, Greenbelt was the obvious choice. She is delighted to use her proximity and passion to further support the Greenbelt arts community in this capacity.

Wes Dennis, At-Large, Outreach: Wes Dennis is a passionate leader and advocate for the Greenbelt Arts Center. A dedicated ambassador for GAC, he works to attract new talent, engage volunteers, and expand our audience. Wes also serves on the web development team and the playreading and marketing committees, and he frequently acts as a Board liaison to productions. With

a deep commitment to community-driven theater, Wes plays a vital role in shaping GAC's future and fostering a welcoming and encouraging environment for all.

Jeff Poretsky, At-Large, Technical Director: Jeff has been involved in theater for over 30 years. Has been on the technical staff of multiple World Science Fiction Conventions in addition to many regional conventions. He also has spent over 5 years working in commercial theater. Jeff is the Technical Director of The Rude Mechanicals since its second year. Additional experience includes: President of his HOA for the last 7 years. Board member of the local pool. Adult leader for 40 years with Scouts USA where he is currently serving as a Committee Member for T614G in Silver Spring. He also volunteers his amateur radio skills to support public service events.

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

Wynne Kleinberg, At-Large, Web Manager: Wynne has been a dedicated volunteer at GAC since 2002 when she was a stage crew member for *Betty the Yeti*. She has since worked on countless productions at GAC in roles such as Assistant Director, Stage Manager, and sound board operator. In addition to working on productions, she has worked in the box office and is currently the content manager for GAC's website. Wynne is retired from an IT career and has previously served on boards of two other non-profit organizations.

To: Members of the Greenbelt City Council

January 26, 2026

From: The Village Idiots

On behalf of **The Village Idiots**, an improvisational theater troupe, I am pleased to offer strong support for the Greenbelt Cultural Arts Center's (GAC) application for city funding. Over the past year, our organization has partnered with GAC to bring improv comedy to Greenbelt, and this collaboration has already had a meaningful impact on the community.

Through this partnership, GAC has expanded its programming to include improvisational comedy, introducing a new and engaging performance style to its diverse theatrical offerings. These shows attract new audiences who may not otherwise attend traditional theater while also providing fresh experiences for existing patrons. Our lower ticket prices further increase accessibility, making live theater more affordable for a wider range of residents.

The partnership has also been transformative for our performers. Many previously lacked a local venue to practice and present their work. Access to a professional theater space has allowed them to grow artistically, build confidence, and connect with fellow local artists. For some, performing at GAC reignited a long-standing passion for the arts; for others, it provided their first opportunity to perform before a live audience. Without GAC, these artists would have no local platform to develop and share their work.

GAC has been an exceptional partner, providing professional performance space, technical support, and promotional assistance essential to producing quality performances. Its commitment to diverse programming and welcoming new artistic voices reflects a genuine dedication to serving the Greenbelt community.

In just one year, this partnership has fostered meaningful community connections. Improv comedy brings people together through shared laughter and creativity, and GAC has given us the platform to share this art form with local audiences. We are also exploring future workshops to further engage community members in the performing arts.

We strongly support GAC's funding application and encourage the City of Greenbelt to continue investing in this vital cultural institution.

Sincerely,



Grass Harness
The Village Idiots
grasswithabitofclass@gmail.com
VillageIdiotsImprov@gmail.com

The Rude Mechanicals
Resident at
The Greenbelt Arts Center
www.rudemmechanicals.com



January 29, 2026

Dear Members of the Greenbelt City Council:

On behalf of The Rude Mechanicals I am writing to express our strong support for the Greenbelt Cultural Arts Center's (GAC) application for city funding. The Rudes have been exploring classical works for over 25 years, and have frequently performed at GAC throughout our troupe's history. Since we became the resident theater company at GAC 8 years ago, we have had the privilege of producing three shows annually in this vital community space, and we have witnessed firsthand the profound impact this theater has on our community.

GAC serves as part of the cultural heart of Greenbelt, providing residents with access to high-quality live performing arts that would otherwise be unavailable to many. Through our residency we have been able to bring diverse theatrical productions to audiences of all ages. Our productions not only welcome Greenbelt residents to participate creatively, but also regularly draw audiences of 200-300 patrons per show, bringing community members together and enriching the cultural fabric of Greenbelt.

The theater's facilities, staff, and support services are essential to our ability to serve the community effectively. The venue provides us with professional-grade performance space, technical equipment, and administrative support that enables us to maintain high production standards while keeping ticket prices affordable for local families. Without this partnership our company would be unable to provide the same level of accessible, quality theater to Greenbelt residents.

The continued success of GAC is crucial not only to our theater company but to the entire Greenbelt community. City funding will ensure that this essential cultural institution can continue to serve as a gathering place, an educational resource, and a source of artistic inspiration for years to come.

We strongly urge the City of Greenbelt to support the Greenbelt Art Center's funding application and invest in the cultural vitality of our community.

Sincerely,

Liana Olear
President, The Rude Mechanicals
liana@rudemmechanicals.com
410-336-2578

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling.
Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY, AND SUMMARY OF REQUEST

1. Name of organization: Greenbelt Access Television
2. Year of founding: 1986 3. Website: GreenbeltAccessTV.org
4. Social media: Facebook.com/GreenbeltAccessTV, Instagram: @GreenbeltAccess, YouTube: @GreenbeltAccessTV
5. Federal tax ID # (if applicable): [REDACTED] 6. Fiscal year dates: July 1 - June 30
7. Contact person: Name [REDACTED] Position Executive Director
Telephone [REDACTED] E-mail [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

9. Please indicate the amount of your grant request here \$65,000 and describe the intended use of these funds below. Please be as specific as possible.

The City of Greenbelt's Municipal Station and Greenbelt Access Television (GATE) receive quarterly PEG (Public, Educational, and Governmental) funds. These monies are paid to us through cable service providers (Comcast and Verizon), and are contingent on the amount of cable subscribers in the area. As online streaming is on a steady incline, cable subscription rates have been dropping drastically, impacting the amount of PEG funds both the City and GATE receive. Much of GATE's annual income is solely PEG and, up until recent years, we have been solely dependent on these funds to continue operating. Since 2020, we have seen a steady decline of roughly \$15,000 per year in PEG funding. Each year this takes a more drastic toll on our operations. Within the last few years, we have started implementing more educational outreach as an additional source of income, and have greatly decreased our spending in multiple areas; from halving our printing and advertising costs to reducing our paid personnel to a skeleton staff of two essential employees (only two years ago, we had six staff members). As a community resource for media education, we want to ensure our operation will stand for future years to continue offering valuable video production and animation classes to students of all ages. Our intended use of any City granted funds will be used towards operating expenses; including payroll, subscription fees, and equipment repair and upgrades, to ensure that we can continue to able to continue providing for the community.

10. **In-kind City support.** What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

Greenbelt Access Television does not anticipate requesting any in-kind, non-financial assistance from the City during this year of support.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027

Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.

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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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. Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
- 5. 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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

☒ FY24 ☐ FY25 ☒ FY26
ARPA Project grant

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

12. 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:

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Daniel Thies Title: Executive Director

Name: John Campanile Title: Treasurer

B. PERSONNEL

1. **Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Sheila Tilert	No	Executive Director (until 2/20/26)	Staff
Daniel Thies	Yes	Executive Director (effective 2/21/26)	Staff
Frank Gervasi	Yes	President	Board
Maria Silvia Miller	Yes	Vice President	Board
John Campanile	Yes	Treasurer	Board
Matt Neufeld	Yes	Secretary	Board
Amy Knesel	Yes	City Council-Appointed Board Member	Board
Jennifer Dudley	Yes	Board Member	Board
Konrad Herling	Yes	Board Member	Board
Mike McMullin	Yes	Board Member	Board

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

As part of our partnership with the Greenbelt Recreation Department in offering classes, Sheila Tilert is listed as a Visual Arts Instructor for the City of Greenbelt.

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: _____.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Sheila Tilert	No	Executive Director	Staff, year-round
George Kochell	No	Animation Instructor	Staff, year-round
Ali Everitt	No	Animation Instructor	Staff, year-round
Vanessa Daelemans	No	Animation Instructor	Staff, year-round
Alex Hickox	No	Digital Media Coordinator/Instructor	Staff, year-round

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here ____ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS:** 4 / % Greenbelt residents 50

% ages 12 and under ____ / % 13-17 yrs. ____ / % 18-59 yrs. 75 / % 60+ yrs. 25

Briefly describe your volunteers' roles and contributions.

Volunteers assist with video coverage and editing footage from city/community-wide events.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. **How many people actively participated in your organization's primary programming activities?**

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 **ACTIVE PARTICIPANTS**: 96 / % Greenbelt residents 60
% ages 12 and under 60 / % 13-17 yrs. 5 / % 18-59 yrs. 15 / % 60+ yrs. 20

Briefly explain whom you have included in these figures and how you calculated the total.

These figures encapsulate the age and locational demographic of all new and returning students who have attended Greenbelt Access Television classes for the first half of the 2026 Fiscal Year.

2. **How many additional people participated in your organization's primary 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**: 12.3k / % Greenbelt residents 60
% ages 12 and under 2 / % 13-17 yrs. 15 / % 18-59 yrs. 65 / % 60+ yrs. 18

Briefly explain whom you have included in these figures and how you calculated the total.

These figures encapsulate the age and locational demographic of Greenbelt Access Television's YouTube viewers, pulled from our YouTube page's analytics.

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages	Payroll	99,164.68	83,616.25	67,100.00
b. Consultants' fees	Accounting	3,600.00	3,600.00	3,600.00
c. Contractual personnel	N/A	0.00	0.00	0.00
d. Facility rental	Community Center Suite 204	6,074.79	6,866.10	7,093.86
e. Online services	Zoom, Adobe CC, Wix, DeWolfe, Quickbooks	8,111.58	7,000.00	7,791.00
f. Dues, memberships, league fees	Alliance for Community Media	250.00	325.00	325.00
g. Utilities	Verizon Phone/Internet	2,033.66	3,485.68	3,500.00
h. Insurance	Alliant	4,756.72	9,754.90	10,000.00
i. Supplies and materials		961.33	697.42	1,000.00
j. Equipment purchases		0.00	3,306.79	8,500.00
k. Equipment rental	TelVue Broadcast Server	8,400.00	8,400.00	8,400.00
l. Marketing and outreach	Greenbelt News Review/Facebook Ads	5,749.60	3,563.61	4,000.00
m. Travel and lodging	N/A	0.00	0.00	0.00
n. Food/catering	Annual Meeting, Utopia Film Festival	1,103.55	750.00	750.00
o. Awards	N/A	0.00	0.00	0.00
p. Grants	N/A	0.00	0.00	0.00
q. Payment of debt	N/A	0.00	0.00	0.00
r. Taxes	IRS, Comptroller of MD	19,506.05	19,354.09	20,000.00
s. Other				
t. Other				
u. Other				
Total Expenses		\$ 159,711.96	\$ 150,719.84	\$ 142,059.86

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods	Equipment Sold	0.00	1,000.00	1,500.00
b. Admissions	Utopia Film Festival Submission/Ticket Sales	2,800.00	3,714.61	4,000.00
c. Tuition	Classes	2,712.50	9,500.00	10,000.00
d. Fees for services rendered	Honorariums for Video Coverage	4,625.00	700.00	
e. Membership dues, registration fees	Greenbelt Access Television Memberships	1,150.00	750.00	1,250.00
f. Corporate support	N/A	0.00	0.00	0.00
g. Foundation support	Greenbelt Community Foundation	0.00	4,623.00	5,000.00
h. Individual donations		600.00	300.00	7,500.00
i. Greenbelt support: ARPA	N/A	0.00	0.00	0.00
j. Greenbelt: Project Grant		0.00	3,300.00	0.00
k. Greenbelt: Operating Grant		0.00	0.00	65,000.00
l. Greenbelt: other Council appropriation	N/A	0.00	0.00	0.00
m. Other grants		0.00	0.00	10,000.00
n. Other	PEG Payments	99,232.77	87,000.00	75,000.00
o. Other				
p. Other				
Total income		\$ 111,120.27	\$ 110,887.61	\$ 179,250.00
Net profit or loss Complete this section manually		Actual Totals City FY25	Budget City FY26	Projected City FY27
Profit (income in excess of expenses)		(48,591.69)	(39,832.23)	37,190.14
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)	\$48,591.69	\$39,832.23	
	Amount to be made up with borrowed funds (does not count toward your grant match)			

- a. **Variances.** 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, as noted in section G3, below.
- b. **Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	50,507.82	50,533.07 \$10,700.84
b. Restricted operating funds **	0.00	1,250.00
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$ 50,507.82	\$ 51,783.07 \$11,950.84

*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:

The \$1,250 of restricted operating funds are reserved funds from a Greenbelt Community Foundation grant that we've allocated towards student scholarships for future classes and/or workshops.

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.	N/A	0.00	0.00
b.	N/A	0.00	0.00
c.	N/A	0.00	0.00
Total Debt		\$ 0.00	\$ 0.00

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Pro-bono professional services (legal, accounting, etc)	Volunteer Video Coverage (estimated rate according to low-end industry standard of \$50/hour)	1,500.00	1,500.00	1,500.00
b. Other waived fees	N/A	0.00	0.00	0.00
c. Donated equipment		1,250.00	1,750.00	1,000.00
d. Donated supplies and materials		100.00	0.00	0.00
e. Donated travel and lodging costs	N/A	0.00	0.00	0.00
f. City of Greenbelt: free facility use*	N/A	0.00	0.00	0.00
g. Donated space rental: other	N/A	0.00	0.00	0.00
h. Other				
Total In-Kind Contributions		\$ 2,850.00	\$ 3,250.00	\$ 2,500.00

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

____ The organization is projecting a revenue surplus for FY26.

____ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). 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 Access Television

Sheila Tilert

Name

Executive Director

Title/position

2/13/2026

Date

(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

Sheila Tilert

G. WHAT TO SUBMIT: please send the following in PDF format to the address on page 1 in a single email.

- 1. REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
- 2. REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
- 3. REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
- 4. OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
- 5. OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

H. OPTIONAL: Additional information. If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

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.

I. ELECTRONIC SIGNATURE

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

Signature Sheila Tibert Date 2/13/2026

Your role within the applicant organization Executive Director



City of Greenbelt FY27 Recognition Group Operating Grant Proposal Narrative

Greenbelt Access Television

15 Crescent Road, Suite #204

Greenbelt, MD 20770

(301) 507-6581

GreenbeltAccessTV.org

greenbeltaccess@gmail.com

Sheila Tilert, Executive Director

Greenbelt Access television has been teaching children and adults movie making since 1986. For 40 years GATE has routinely documented a wide variety of cultural and important Greenbelt events. We were chartered by the city to do just that. Our staff, board and volunteers love what we do and are proud to serve this great community we live in.

1. Organizational Overview

Greenbelt Access Television (GATE) is a City-chartered public access television station located in the Greenbelt Community Center. As a public access station, we provide video coverage of city-wide events of all scales. These productions can be watched through local cable channels (accessible to those living in Greenbelt) as well as online through our website and social media platforms (accessible world-wide). Our online programming is completely free to the public.

We also offer a variety of media arts classes and workshops; from video production fundamentals to stop-motion and digital animation to digital photo-editing. These classes are available at a low-cost to anyone who is able to attend them in our studio. All of our classes and workshops are offered seasonally (usually falling on weekday evenings), although they are also available on a per-request basis to meet independent needs. In addition to our in-studio offerings, we've partnered with several organizations in the past year; including conducting a week-long Summer Youth Workshop with Greenbelt Cinema, multi-day classes with The SPACE: Free Art For All, and afternoon photo-editing workshops with local Girl Scout and Boy Scout troops. Soon, we will be assisting with Springhill Lake Elementary School's Literacy Fair.

We are proud of ourselves for our accomplishments in outreach and education over the last year, especially as an organization that continues to see less and less operational funding each year. For much of GATE's lifetime, we have been able to operate comfortably with the funding we receive from PEG (Public, Educational, and Governmental) checks from cable service providers. However, in recent years, we have seen a massive decline in PEG funds and a continued rise in pricing of operational imperatives (rent, subscription fees, advertising). We are currently facing a budgetary deficit, and have had to limit our activities and personnel to what (and who) we can feasibly support with our limited funding. We are hopeful that with the City of Greenbelt's kind consideration of our Recognition Group Operating Grant application, that we can rebuild our personnel to suit our goals in fundraising and education program expansion, in order to work our way back to financial security.

2. Program Impact

Our video coverage of community events provides further accessibility to the Greenbelt community by offering them more opportunities to witness these events after the fact. The City of Greenbelt, and the many amazing organizations it supports, helps to put on so many highly-informative events that broaden the community's scope of consideration of issues (e.g. the Black History & Culture

Committee's programs on Black History and Reparations, CHEARS' Great Food Transition and how what we eat impacts not only ourselves, but also the environment). Documentation of these programs helps to further foster the community engagement these events seek to promote, keeping Greenbelters informed and active. Additionally, video coverage and archival of city happenings can immortalize moments; Creative Kids Camp alumni and their families can *literally* look back fondly on performances from years past, Greenbelters can revisit Town Hall Meetings and see when and how pivotal community decisions were initially proposed, artists and notable figures can revisit interviews and performances and identify their own growth and legacy, *aspiring* artists and young people can watch these videos and gain inspiration and courage to create and lead.

Segueing off that, our educational programming teaches Greenbelters and surrounding community members that they, too, can immortalize the moments and ideas they find important. Our media arts classes welcome students from elementary-school-age to senior citizens and all ages in-between, because we believe that everyone can create something meaningful with the skillsets they already possess. Affordable, accessible media arts and literacy programming is still quite difficult to find in the Greater Washington area, so we believe our presence in Greenbelt is crucial in a world that becomes ever-increasingly more technological.

3. Goals

A primary goal of ours is to continue expanding our educational offerings outside of our studio space with the increasingly limited staffing and budget we have. We intend on providing animation and filmmaking classes to more schools in the upcoming year, as well as continuing to nurture our current ongoing animation/filmmaking education programs with neighboring organizations. The hope is that this will, in turn, lead to more financial resources outside of the decreasing PEG funds we can no longer be reliant on. However, in order to effectively meet these goals, we will need more personnel; we are currently down to a skeleton staff of two essential employees, as this is the most our current operating budget can allow. Our limited staff is a significant hurdle in reaching our

goal, which is why we have to also pivot some of our focus towards fundraising. Greenbelt Access Television was officially incorporated in December of 1986, making this year our 40th anniversary. We have hopes of hosting fundraising events in light of our anniversary that will showcase community productions, celebrate our contributions as well as those of our neighbors, and communicate the importance in garnering local support in order to continue uplifting the storytellers of Greenbelt. These supplementary funds will greatly help us to be able to more feasibly and comfortably continue supporting ourselves and enriching the community by offering more educational opportunities.

4. Indicators of Likely Success

We have nearly 40 years of community programming under our belts, and for at least three-quarters of that time, Greenbelt Access Television has been able to offer unique and valuable learning opportunities for Greenbelters, ushering in the 21st century and its great (if not a little intimidating) technological advancements by providing low-cost, approachable, adaptable classes in digital media. Our offerings have evolved over time to suit our community's needs; from providing stop-motion animation classes to younger students who are eager to create videos, to introducing smartphone filmmaking workshops intended to democratize filmmaking *and* enhance understanding of the devices we use every day.

GATE has become smaller in staffing, but not in impact. While it has been difficult, we can confidently say that our current staff members have worked hard to deliver excellent educational programming within the last year, securing several project grants along the way. This joint focus on class offerings as well as fundraising has built a strong foundation to work our way back to financial security. In championing media education, a wonderful byproduct is also the connections we have built with our neighbors. Students have gone on to become staff, volunteers, and even executive board members at GATE. This is exemplary of the belief community members have in our organization, and it is nothing short of moving to see their support in our efforts. So many of our accomplishments can also be accredited to our strong team of eager volunteers who have been willing to take charge on

various imperative projects, and we are fortunate to have their help as we continue to secure funding. We are confident that, with some initial operating assistance, we can find our footing to more amply support ourselves in future years, and continue providing quality programming for the community.



Community-Driven Storytelling

Greenbelt Access Television

15 Crescent Road, Suite #204

Greenbelt, MD 20770

(301) 507-6581

GreenbeltAccessTV.org

greenbeltaccess@gmail.com

Sheila Tilert, Executive Director

Greenbelt Access Television Budget Variances Breakdown

Expense Variances from FY25 to FY26

- Insurance: Alliant Insurance Services is our insurance broker. As requested in our contract to instruct at Springhill Lake Elementary School, we have recently added two additional policies in addition to our usual yearly SLIP: Cyber Liability and Sexual Molestation and Abuse (SAM) Liability.
- Supplies and Materials: Many of these supplies had been purchased to support our expanded class offerings, including Stop-Motion Animation Class supplies (cardstock paper and coloring utensils, mounts and chargers for the iPhones we use for motion capturing) as well as our new Smartphone Filmmaking Class (two smartphone gimbals, wireless lavalier microphones).
- Equipment: FY26 reflects the cost of two 2023 iMac computers we purchased to replace two of the older, more obsolete computers used for Digital Animation classes, Editing classes, and other workshops. This is allocated grant funding from the Greenbelt Community Foundation to support our

2025 Summer Youth Workshop, conducted in partnership with Greenbelt Cinema. In addition to this, we anticipate purchasing several iPhones so that we are able to provide more stop-motion animation workstations in our educational offerings.

Expected/Proposed Expense Variances from FY26 to FY27

Estimated expenses in FY27 that may look significantly greater reflect anticipated inflation, which we already see annually in overhead such as Online Services and Utilities, to name just a few. Our expected rise in Supplies and Material/Equipment Purchases anticipates what we will likely have to spend to support class offerings as our partnerships continue to grow, as well as equipment repair/replacing. We hope to repair and replace our older Canon XF305 cameras, as well as the laptop used by the Executive Director. We expect Payroll to be less, to better anticipate our capacity under our current working budget (this figure encapsulates part-time hours for two employees, as well as six months of pay for an additional part time employee if needed.)

Income Variances from FY25 to FY26

- Sales of Goods: We had not sold any equipment in FY25. In December of FY26, we were able to sell one of our older iMac computers. We often receive old, donated equipment from Greenbelt residents and local filmmakers, and are hopeful that we can sell some of this equipment by the end of this Fiscal Year and into the next.
- Classes: This Spring, we hope to launch a Beginning Filmmaking Class for Homeschooled youth. We usually see a good turnout for George Kochell's Homeschool Digital Animation classes, and would like to bolster our offerings by providing more to Homeschooling families. For these programs, registration for an eight-week class is \$200 per child (our in-studio classes often are at a maximum of seven students per class.) We will also be conducting our program with Springhill Lake Elementary School soon; for this six-week program, the school has agreed to pay \$6,000.
- Fees for Services Rendered: In FY25, we had received a payment of \$4,625 from the City as part of our Memorandum of Understanding; a document previously observed by both the City and GATE, which we attempted to

resume in Fall 2023. This payment reflects invoices sent for services (video coverage of City events, as requested by City of Greenbelt employees) from 2022 (\$1,387.50) and 2023 (\$3,237.50). The City of Greenbelt no longer has the allocated funding to support our MOU, so we do not anticipate requesting funds from the City for our services in FY26. FY26's Fees for Services Rendered reflect only the honorariums we have received (and predict to receive) for the video services we have provided for the Greenbelt Black History & Culture Committee, as well as the Prince George's County Lynching Memorial Project.

- Foundation Support: In July, we were rewarded a project grant of \$4,623 from the Greenbelt Community Foundation, to be used towards our 2025 Summer Youth Workshop with Greenbelt Cinema.
- Individual Donations: We usually receive donations towards the end of each calendar year; the amount can often vary greatly.

Expected Income Variances from FY26 to FY27

Several variables influencing our estimated income variances for the current Fiscal Year also apply to next year. We intend on continuing to try and sell old, donated equipment next Fiscal Year. We also hope to continue Classes at Springhill Lake Elementary as well as other schools.

- Individual Donations: A very special date for GATE will fall in Fiscal Year 2027: Our 40th anniversary will be on December 22nd, 2026. We are in the early planning (contemplation) stages of hosting a fundraiser sometime around this time and are hopeful in seeing an influx of donations.
- Greenbelt Operating Grant: This grant application is to ask for the City's kind support at this time as we work to rebuild our personnel back to a more stable place, in order to secure more grant funding that will assist our instructional programming.
- Other grants: We will be applying to other foundations, councils, and organizations to further assist our operations.



Community-Driven Storytelling

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Sheila Tilert, Executive Director

Greenbelt Access Television Key Personnel Bios

Daniel Thies, Executive Director - thies.daniel@gmail.com

- Daniel Thies is the new Executive Director at Greenbelt Access Television (GATE), having started in February of 2026. He previously assisted GATE as a volunteer, assisting in operations and video productions. Daniel has led a vast array of educational programs in his previous job roles, and is looking forward to providing his instructional, audiovisual, and managerial experience to our organization.

Frank Gervasi, President of Board - frankrgervasi@gmail.com

- Frank Gervasi has served on the board of Greenbelt Access Television since 2016: first as treasurer, then vice president, then president in 2020. He previously served on boards for Greenbelt Cinema, Greenbelt Community Solar, St. Andrews Episcopal Church, Greenbelt Homes Inc., and the New Deal Cafe. In recent years, Frank founded the Greenbelt Refugee Aid

Committee. Frank's extensive experience in board facilitation and business management has been quite helpful in GATE's pursuit to broaden our partnerships and grow our educational programming.

George Kochell, Animation Facilitator - gkochell@yahoo.com

- George Kochell has been animating and illustrating since the 1970s. In 1998, George joined Greenbelt Access Television (GATE) as a Digital and Visual Arts Facilitator, bringing his specialized skills in the animation arts to the DMV's corner of Public Access.
- Since starting at GATE, George has taught digital animation, comic book illustration, and graphic design to numerous schools, community centers, and libraries in Prince George's County and neighboring counties and districts. He has championed alternative teaching and accommodations to students of diverse backgrounds and learning needs, having offered a digital animation homeschool curriculum as well as independent studies for students with behavioral and learning disabilities for the last twenty years.
- His students' works have gone on to be featured in PBS and WETA programming, the Digital Media Archives for the University of Maryland, College Park, and numerous film festivals around the world, notably ASIFA-East Animation Festival and Poppy Jasper International Film Festival. Many of his students since graduation have gone on to work in technical and creative fields, citing George as a pivotal resource in their growth as digital artists.

Sheila Tilert, Previous Executive Director - sheilatilert@gmail.com

- Sheila Tilert served as GATE's Executive Director for three years. In this time, Sheila has led the charge on broadening community partnerships, diversifying and bolstering class offerings, and acquiring grant funding. Sheila has previously offered classes at GATE for filmmaking, camera operation certification, and video editing. While she will be leaving Greenbelt Access Television by the end of February 2026, she intends on being of peripheral assistance in helping our organization secure more funds.



Community-Driven Storytelling

List of References and Services Provided

Ingrid Hass - Founder of Greenbelt Association for Visual Arts (GAVA)

Partner of GAVA/GATE since 1997

(301) 982-9265

129 Northway, Greenbelt, MD 20770

Services Provided: "George taught hundreds of classes and workshops for Greenbelt Elementary students and Greenbelt Association for the Arts over a period of over 20 years."

Tania DuBeau - Executive Director/CEO of The Pathways Schools

Pathways has been a client of GATE's since 2008

(301) 649-0778

1106 University Blvd, West Silver Spring, MD 20902

Services Provided: "Over 100 students have participated with GAVA/GATE

-Provided computer animation and digital comic book design courses.

-Supported our students with completing computer animation projects.

-Provided SSL Hours opportunities for students.

-Provided opportunities to participate in short-animated film festivals.

-Provided opportunities for internship placements.

We even have a graduate who came back to Pathways to reconnect with George and is currently working with George, who is helping her make several community connections with her work."

Amanda Larsen - Greenbelt Recreation Department Arts Assistant

Co-coordinator of Greenbelt Access Television (GATE) classes since 2022

(240) 542-2062

9 Empire Place, Greenbelt, MD 20770

Services Provided: "George Kochell- Instruction of community oriented classes on animation for kids and adults, June 2022 to present

Ali Everitt- Instruction of community oriented classes for kids and adults and program development for all ages events, June 2022 to present"



April 15, 2025

Greenbelt Community Foundation
P.O. Box 234
Greenbelt, MD 20770

Dear Greenbelt Community Foundation Selection Committee,

I am writing to express my enthusiastic support for the upcoming Summer Youth Workshop hosted collaboratively by Greenbelt Access Television (GATe) and Greenbelt Cinema, scheduled for the week of August 18th through August 22nd.

This innovative week-long program, designed for up to twelve youths ages nine through twelve, provides an exciting opportunity for participants to explore the worlds of filmmaking and digital media production in an engaging, hands-on environment. We hope for this workshop to offer a rare and valuable introduction to both the creative and technical aspects of media arts.

Programs like this are essential to nurturing creativity and digital literacy in our youth, especially in an age where visual storytelling is increasingly important. We hope that you will give favorable consideration to GATe's application and will support this worthwhile project.

Sincerely,

A handwritten signature in black ink that reads "Caitlin McGrath". The signature is written in a cursive, flowing style.

Caitlin McGrath



SPRINGHILL LAKE ELEMENTARY SCHOOL

Trena Wilson, Principal | trena.wilson@pgcps.org
6060 Springhill Drive | Greenbelt, MD 20770 | 301-513-5996 | www.pgcps.org/springhilllake

February 13, 2025

To iProcurement,

I am writing to acknowledge Springhill Lake Elementary School's interest in partnering with Greenbelt Access Television (GATE).

Springhill Lake Elementary School is committed to providing students with engaging, hands-on learning experiences that enhance their creativity, communication skills, and technological literacy. Through this partnership, we aim to collaborate with Greenbelt Access Television's resources and expertise to enrich our students' learning opportunities about digital storytelling.

As part of this collaboration, Springhill Lake Elementary School and Greenbelt Access Television envisions working together on the following initiatives:

- **Annual Literacy Fair:** GATe will provide digital storytelling, production, and editing instructional sessions.
- **Student-Produced Content:** Students can create their own media projects, which may be aired on Greenbelt Access Television to highlight their voices and perspectives.

This partnership reflects our commitment to empowering young learners through media and communication. This collaboration will not only support student growth but also strengthen community ties by showcasing the talent and achievements of our students.

We look forward to working closely with Greenbelt Access Television and are excited about the positive impact this partnership will have on our school community. We eagerly anticipate a successful collaboration.

Sincerely,

Trena Wilson

Principal

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling.
Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY AND SUMMARY OF REQUEST

1. Name of organization: FRIENDS OF NEW DEAL CAFE ARTS
2. Year of founding: 2002 3. Website: fondca1@gmail.com
4. Social media: Friends of New Deal Cafe Arts (FACEBOOK)
5. Federal tax ID # (if applicable): [REDACTED] 6. Fiscal year dates: 07/2027-07/2028
7. Contact person: Name Meghan Haney Position President
Telephone [REDACTED] E-mail [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]
9. Please describe your proposed project:

The mission of, FONDCA, is to bring the performing arts, visual arts and literary arts to New Deal Cafe, Roosevelt Center and Greenbelt citizens. We intend to serve the City of Greenbelt, local businesses and residents of the surrounding cities. All can enjoy events that FONDCA and the City of Greenbelt have to offer.

10. Please indicate the amount of your project grant request here \$3,000 \$2,900 and describe the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000. See matching requirements on page 8).

The requested funds will be used to compensate the musical performers, sound technicians and various music equipment (drum kit, wireless microphone) and supplies (banners, posters, etc.). FONDCA coordinates two music festivals held in Roosevelt Center in June (Greenbelt Jazz Music Festival) and in September (Greenbelt Blues Music Festival).

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

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027

Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.

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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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.

11. In-kind City support. What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

FONDCA will be requesting 8 picnic tables and all sections of the new stage for 2 music festivals.

12. 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.

13. 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

B. PERSONNEL. The information requested in this section pertains to your organization as a whole and is not limited to those personnel connected with your proposed project.

- 1. Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Meghan Haney	yes	President	board/volunteer
Julie Winters	yes	Vice President / Poetry Program	board/volunteer
Michael Smallwood	yes	Visual Arts Program	board/volunteer
Chris Logan	no	FONDCA Advisor	board/volunteer
Alan Parker	yes	NDC Liason	NDC Board Member

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

N/A

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: ☐.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round
Scott Stark	yes	sound engineer	contractor/Jazz Festival
Frank Keyser	yes	sound engineer	contractor/Blues Festival
Liz Springer	yes	MC	contractor/Jazz Festival

3. **Volunteers.** Please provide estimates for your most recently completed fiscal year. (If your organization operates on a calendar year basis, provide information for 2025.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here ☐ and provide estimates for your current fiscal year.

Number of **VOLUNTEERS:** 7 / % Greenbelt residents 80
 % ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 50 / % 60+ yrs. 50

Briefly describe your volunteers' roles and contributions.

Volunteers helped with t-shirt sales, collected band tips after each musical performance, acted as MC, collected donations for FONDCA, posted signs and schedules on festival day and answered spectator's questions.

C. **PEOPLE SERVED.** Throughout this section, please provide information for your most recently completed fiscal year, and for your organization's activities overall. (If your organization operates on a calendar year basis, provide information for 2025.) Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for your current fiscal year.

1. **How many people actively participated in your organization's primary programming activities?** 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 **ACTIVE PARTICIPANTS**: 60 / % Greenbelt residents 10
% ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 70 / % 60+ yrs. 30

Briefly explain whom you have included in these figures and how you calculated your total.

Band Members, Sound Technicians, Emcee
Totalled together members of each band for the Jazz Festival and the Blues Festival, the Sound Technicians and Emcees.

2. **How many additional people participated in your organization's primary 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**: 375 / % Greenbelt residents 80
% ages 12 and under 5 / % 13-17 yrs. 0 / % 18-59 yrs. 75 / % 60+ yrs. 20

Briefly explain whom you have included in these figures and how you calculated your total.

The audience members in Roosevelt Center and the spectators on the New Deal patio.
We counted the number of people that were at the music festivals at the busiest time of day and recorded these numbers. Unfortunately, during the 3rd music group of the Blues Festival it began to pour. Many audience members left, but 50 people came in to the New Deal where we were able to continue the festival music. Also, audience members come and go during the afternoon.

D. **FINANCIAL INFORMATION.** In addition to the information requested below, please note that a financial statement for your most recently completed fiscal year is required as an attachment. Additional information is provided on page 11.

1. **If the City of Greenbelt awarded any funding to your organization in its current fiscal year budget, what was the amount?** \$3,000 What was the purpose (specify your project or indicate "general operating" as applicable) To help pay the musical groups, sound technicians and Emcee.

2. **What is your organization's current unrestricted fund balance (cash on hand which the organization may spend at its discretion)?** \$1,100

3. **What is your organization's current restricted fund balance** (cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign)? \$1,500
 What is the dedicated purpose of these funds? music Festivals and Art Receptions
4. **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. Personnel expenses (staff and/or contractors)	\$ 5,420.00	music festival performers, sound engineers, emcee
b. Facility expenses	\$ 0.00	
c. Insurance	\$ 0.00	New Deal Cafe
d. Online services	\$ 0.00	
e. Supplies and materials	\$ 25.00	rope for banners, packing tape, napkins, small paper plates
f. Equipment purchases	\$ 0.00	
g. Equipment rental	\$ 25.00	Drum Kit Rental@ Atomic Music
h. Marketing and outreach	\$ 60.00	flyers, post cards, posters, schedules
i. Travel and lodging	\$ 0.00	
j. Food/catering	\$ 169.00	sandwich trays (2), water bottles, chips
k. Awards	\$ 0.00	
l. Other	\$ 100.00	festival banners repairs
m. Other		
n. Other		
Total Expenses	\$ 5,799.00	

INCOME	Amount	Description
a. Sales of goods	\$ 0.00	
b. Admission fees	\$ 0.00	
c. Tuition	\$ 0.00	
d. Fees for services	\$ 0.00	
e. Membership dues, registration fees	\$ 150.00	vendors fees
f. Corporate support	\$ 250.00	Beltway Plaza
g. Foundation support	\$ 0.00	
h. Individual donations	\$ 4,200.00	donations
i. Requested City of Greenbelt support	\$ 3,000.00	\$2,900 (max allowable based on budget)
j. Other grants	\$ 0.00	
k. Organization's savings and/or interest income	\$ 1,100.00	savings for art receptions
l. Other		Not directly related to the project
m. Other		
n. Other		
Total Income	\$ 7,600.00	\$7,500

a. Matching requirement.

If your organization is awarded a Project Grant for the first time: for every \$1.00 awarded by the City of Greenbelt, the organization must contribute at least \$.50 in cash income -- or from savings -- toward meeting your project expenses. (Stated differently: the amount of your request cannot exceed two thirds of the total project expenses listed above in your budget.)

If your organization has previously received City funding: for every \$1.00 awarded by the City of Greenbelt, the organization must contribute at least \$1.00 in cash income -- or from savings -- toward meeting your project expenses. (Stated differently: the amount of your request cannot exceed one half of the total project expenses listed above in your budget.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 specified period of support.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Label your responses 1, 2a, etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

1. Organizational overview. What is the mission of your organization? Whom do you serve and how? Please include an overview of your organization's programming activities over the past year.

2. Project information.

- a. Description.** At your option, feel free to elaborate on the project description you provided on page 1. If you don't need to elaborate, please answer "N/A".
- b. Impact.** Explain how your project will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- c. Resources.** What resources will be needed to implement this project, and which of them are already in place? These may include, for example: expertise, funds, facilities, supplies, equipment, partnerships with other organizations, and commitments of in-kind support.
- d. Comparable achievements.** If applicable, describe any current-year projects or past program successes that illustrate your organization's capacity to deliver a project of the type and scope for which you are seeking support.
- e. Financial need.** Please explain your organization's need for the requested funds in the amount you have indicated. If your organization appears to have sufficient savings to self-fund this project, please explain why public funds are being requested.

F. Background checks

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 adopted by the city (see below). 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

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. WHAT TO SUBMIT: please send the following in PDF format to the address on page 1 in a single email.

1. **REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_P_application_FY27.
2. **REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
3. **REQUIRED: Financial statement.** Please attach a detailed financial statement showing your actual expenditures and revenues for your most recently completed fiscal year. Indicate your fiscal year dates. If your organization operates on a calendar year basis, provide information for 2025. Please make sure that contributions from the City of Greenbelt and any other funding agencies, as applicable, are listed individually along with the amount of their support. Otherwise, no specific format is required for your statement. If your organization is in its first year of operation, please provide your budget for your current fiscal year and year-to-date data for each line item.
4. **OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27
5. **OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the value of the proposed project and the capacity of your organization to implement it. Each letter should be no longer than one page. Letters should please be combined in one file if possible. File name: name_of_organization_letters_FY27.

- H. **OPTIONAL: Additional information.** If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

Musical Groups fees go up every year. We suspect the prices for the food platters will go up as well.

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.

I. **ELECTRONIC SIGNATURE**

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

Signature *Meghan Hancy* Date Feb. 2, 2026
Your role within the applicant organization President of FONDCA

1. Organizational Overview

The mission of The Friends of New Deal Cafe Arts (FONDCA) organization is to provide financial and other support for the performing, visual and literary arts and cultural activities at the New Deal Cafe, and in Roosevelt Center in Greenbelt, Maryland, and in the surrounding community. Our vision is to help create a vibrant center for the arts for our community in the historic Roosevelt Center in cooperation with government entities and other arts and community organizations. FONDCA serves the Greenbelt community by offering two music festivals during the summer. The Greenbelt Jazz Music Festival is in June and the Greenbelt Blues Music Festival is in September in Roosevelt Center.

2.

a. Description. FONDCA has been producing The Greenbelt Jazz Music Festival for twenty one years and gains a larger audience every year. The Greenbelt Blues Festival is now in its twenty third year and is also gaining a larger audience. The Greenbelt Blues Music Festival won an award for runner-up in the category of best music festival in 2023 in the City Paper. The music festivals serve our Greenbelt Community as well as neighboring communities.

b. Impact. The 2 music festivals offer all afternoon entertainment in an outdoor setting right in our own back yard. All ages are welcome free of charge. The immediate impact is experiencing live music in a safe and friendly environment. The long term impacts are an introduction to Greenbelt for people from other communities where they have a chance to see what Greenbelt has to offer including Greenbelt's history, businesses and restaurants. We hope that members of other communities will in the future, see a movie at Greenbelt Cinema, take in a play at GAC or dine in one of our restaurants.

C. Resources. FONDCA will use Roosevelt Center for the music festivals, If it rains the music will continue in New Deal Cafe. The equipment we use in Roosevelt Center is the stage and 8 picnic tables that are loaned to us through the City of Greenbelt. FONDCA will rent a drum kit for the musicians from Atomic Music and on occasion we will rent a wireless microphone for the performer to go into the crowd. The grant awarded to FONDCA is to help pay the musicians, Sound Technicians and Emcees. FONDCA will also solicit sponsorship donations from our Springtime Fundraiser and local businesses. The business sponsorships and our

fundraiser vary in the amount given every year. The grant from the City of Greenbelt helps us to keep the festivals alive.

d. Comparable achievements. The FONDCA organization has been producing the 2 music festivals for over 2 decades which brings in more people each year. The volunteers who work with FONDCA are hard working and have worked on the music festivals for many years.

e. Financial Need. FONDCA uses the funds we receive from the City of Greenbelt Project Grant to help pay the musicians, sound techs and emcees. The fundraising donations and the business sponsorships can vary from year to year, so the City funds are very important to our mission.

The City of Greenbelt, Recognition Group Program

FINANCIAL STATEMENT WORKSHEET FOR FY27 PROJECT GRANT APPLICANTS

This worksheet is provided for use by any Project Grant applicant that would otherwise not easily be able to provide a digital summary statement, or by any other applicant group for clarity and convenience.

Name of organization: Friends of New Deal Cafe Arts (FONDCA)

Dates of your organization's most recently completed fiscal year: Jan 1 - Dec 31, 2025

Please do not include any in-kind values.

EXPENSES	Description	Actual Totals, Prior Fiscal Year
a. Salaries and wages		
b. Consultants' fees		
c. Contractual personnel	Bands musicians, sound techs, MCs	5200
d. Facility rental		
e. Online services		
f. Dues, memberships, league fees		
g. Utilities		
h. Insurance		
i. Supplies and materials	Rope for banners, paper plates, napkins	25
j. Equipment purchases		
k. Equipment rental	Rental of drum kit	25
l. Marketing and outreach	Fliers, posters, postcards, schedules	90
m. Travel and lodging		
n. Food/catering	Sandwich platters for musicians and crew; chips & water	170
o. Awards		
p. Grants		
q. Payment of debt		
r. Taxes		
s. Other	Festival banner repair	100
t. Other		
u. Other		
Total Expenses		5610

INCOME	Description	Actual Totals, Prior Fiscal Year
a. Sales of goods		
b. Admissions		
c. Tuition		
d. Fees for services rendered		
e. Membership dues, registration fees	Vendor fees	150
f. Corporate support	Beltway Plaza	500
g. Foundation support		
h. Individual donations	Individual donations	3000
i. Greenbelt support: ARPA		
j. Greenbelt: Project Grant		2880
k. Greenbelt: Operating Grant		
l. Greenbelt: other Council appropriation		
m. Other grants		
n. Other		
o. Other		
p. Other		
Total income		6530
Net profit or loss Complete this section manually		Actual Totals, Prior Fiscal Year
Profit (income in excess of expenses)		\$920
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)	

Signature Meghan Hancy Date 2/23/2026

Your role within the applicant organization President

Friends of New Deal Cafe Arts_BIOS_FY27

Meghan Haney - FONDCA President

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

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

Julie Winters – FONDCA Vice President

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



113 Centerway, Greenbelt, MD. 20770

February 3, 2025

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

Dear Ms Dewald,

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

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

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

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

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

Thank you,

A handwritten signature in black ink, appearing to read "John Campanile", written over a large, stylized, and somewhat abstract scribble or flourish.

John Campanile
President, New Deal Cafe Board



113 Centerway, Greenbelt, MD. 20770

February 3, 2025

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

Dear Ms Dewald,

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

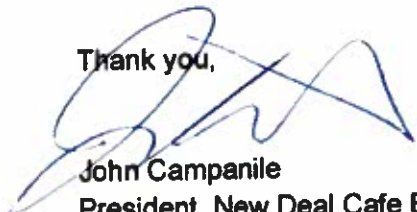
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Thank you,



John Campanile
President, New Deal Cafe Board

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2027

FORMATTING NOTE: Where a text box is provided, your full answer must be visible without scrolling.
Minimum font size: 11pt.

A. GENERAL INFORMATION, ELIGIBILITY, AND SUMMARY OF REQUEST

1. Name of organization: Greenbelt MakerSpace Cooperative
2. Year of founding: 2016 3. Website: greenbeltmakers.org
4. Social media: facebook.com/Makerspace125/
5. Federal tax ID # (if applicable): _____ 6. Fiscal year dates: Jan 1 - Dec 31
7. Contact person: Name Robert Candey Position President
Telephone _____ E-mail [REDACTED]
8. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

9. Please indicate the amount of your grant request here 7132 and describe the intended use of these funds below. Please be as specific as possible.

Greenbelt MakerSpace Cooperative is an all volunteer organization serving the community through educational workshops, repair cafés, and a tool-lending library. Routine income is only from modest membership fees and donations, with the cooperative membership fee requested on a sliding scale based on income. This reduces barriers to participation and supports community inclusion regardless of income status. Sharing tools and expertise alleviates individuals from having to purchase and store their own tools, thus increasing their ability to build and repair at greatly reduced cost. Operational Grant funds will be used to pay rent on the MakerSpace Tool Library rooms in Granite Building and pay for insurance. This will allow future donations from supporters to be applied to long range planning for a larger space to house the tool library.

10. **In-kind City support.** What non-financial assistance does the organization anticipate requesting from the City of Greenbelt during the period of support? All requests will be addressed on a case-by-case basis.

We propose to use rooms at the Community and Youth Centers for the larger repair cafes and workshops, as in-kind services.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2027

Updated November 2025

Period of Support: July 1, 2026 – June 30, 2027

Applications and supporting documents are due by 4:30pm on Monday, February 2, 2026.
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

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 and Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 20% of your score will be based on how effectively you engage and serve Greenbelt residents. 60% of your score will be based on: the alignment of your organization's mission with the goals and requirements of the Recognition Group program; the feasibility of your proposed programs during the period of support; and the impact of your organization's programs among participants, spectators/audience members, and the community at large. 20% of your score will be based on an assessment of your organization's *need* for the funds being requested, and an assessment of *value* (the reasonableness of your request-per-resident ratio).
- 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. Throughout this application, data will need to be presented in alignment with the City's fiscal years, which run from July 1 to June 30.** This standard applies even if the fiscal year dates for your organization are different, in order to reflect the full period of support for Recognition Group grants.
- 5. 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.

11. City of Greenbelt funding status. Check all that apply: the applicant organization is a Council-approved Greenbelt Recognition Group that received City funding – through the Recognition Group program or otherwise – in the following City of Greenbelt fiscal years:

____ FY24 X FY25 X FY26

If your organization did not receive City funding in any of these three fiscal years, or if your organization does not hold current Recognition Group status, the organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

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

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

If none of the above apply, your organization is not eligible to apply for operating support at this time. Your organization may be eligible to apply for a Project Grant; please check the program guidelines for more information.

Note: the primary purpose of this requirement is to ensure that organizations are positioned to apply for other grant opportunities and/or to raise funds through tax-deductible contributions, diversifying your revenue streams, reducing costs for Greenbelt taxpayers, and helping to ensure your organization's long-term sustainability. Applicant organizations are encouraged to demonstrate in their financials that they have actively pursued such opportunities as available.

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

The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement. Checks will be payable to the organization itself and mailed to the address above.

Name: Robert Candey Title: President

Name: Mark Gordon Title: Board member

B. PERSONNEL

1. **Leadership (Board of Directors or equivalent).** Who are the leaders of your organization? Indicate whether individuals are Greenbelt residents. If any of these individuals are paid for their work in any capacity with your organization, also indicate "staff" (W2 employees) or "contractor".

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Robert Candey	Yes	President	Board, Volunteer
Randall Evans	Yes	Vice President	Board, Volunteer
Vince Wilding	Yes	Treasurer	Board, Volunteer
Mike Bonds	No	Secretary	Board, Volunteer
Nicole Shyong	Yes	Audit Committee	Volunteer
Mark Gordon	Yes	Board Member	Volunteer
Pat Boyd	No	Board Member	Volunteer
Vikram Kashyap	No	Board Member	Volunteer

If any of the above leaders are City of Greenbelt employees, please give their name, department and job title here. You may also use this space to list additional leaders as needed.

N/A

2. **Paid personnel.** As applicable, please identify up to 10 individuals who have played the most significant roles in your organization's operations during the past year in a paid capacity. Indicate whether individuals are Greenbelt residents. As applicable, indicate "staff" (W2 employees) or "contractor", and whether the individuals are short-term/temporary workers or year-round personnel. If your organization has no paid personnel, check here: xxx.

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: staff, contractor, short-term, year-round

3. **Volunteers.** Please provide information below for the period of: July 1, 2025 – June 30, 2026 (the City of Greenbelt's most recently completed fiscal year.) Do not include individuals listed above who volunteer in a leadership role. If your organization is in its first year of operations, please check here and provide estimates for the period of: July 1, 2026 – June 30, 2027.

Number of **VOLUNTEERS**: 60 / % Greenbelt residents 80
 % ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 45 / % 60+ yrs. 55

Briefly describe your volunteers' roles and contributions.

Volunteers staff the tool library assisting members with tool checkout/check in, and staff the periodic repair cafes. They also provide members with suggestions on how to complete projects safely, effectively, and frugally. Volunteers routinely give tours of the tool library to individuals who are not familiar with Greenbelt MakerSpace, thus helping to increase the membership base. In addition, volunteers continually organize, clean, and repair the tools to maintain them in excellent condition for the members. Volunteers have been developing class lesson plans and evaluation tools to support classes for individuals to learn about tool safety, general home improvement, woodworking, etc.

C. **PEOPLE SERVED.** Throughout this section, provide information for the period of: July 1, 2025 – June 30, 2026. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates for the period of: July 1, 2026 – June 30, 2027.

1. How many people actively participated in your organization's primary programming activities? 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 **ACTIVE PARTICIPANTS**: 1300 / % Greenbelt residents 72
% ages 12 and under 0 / % 13-17 yrs. 0 / % 18-59 yrs. 44 / % 60+ yrs. 56

Briefly explain whom you have included in these figures and how you calculated the total.

Visitors to the Tool Library are counted by volunteers during each open session. This includes members who are checking tools in/out, individuals seeking advice about how to complete a project, and people who see the banner and come in to find out more about the organization.

Recordkeeping on age and residency status was not as complete as possible but an effort was made during the most recent Repair Cafe to capture this information from each participant. Percentages for this event were extrapolated for the year.

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

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

Briefly explain whom you have included in these figures and how you calculated the total.

N/A

D. FINANCIAL INFORMATION

1. **Budget.** 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 City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental	Granite Building	11,340.00	13,240.00	13,902.00
e. Online services	websites tool lib s/w, acct s/w	476.01	800.00	900.00
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance	Liability insurance	2,078.00	2,273.00	2,530.00
i. Supplies and materials	shop supplies and consumables		800.00	1,000.00
j. Equipment purchases	sharpening sys, dust collector, etc.	575.67	1,500.00	2,000.00
k. Equipment rental				
l. Marketing and outreach	Advertising, GNR ads	581.70	700.00	800.00
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Gov. fees	275.00		
t. Other				
u. Other				
Total Expenses		\$ 15,326.38	\$ 19,313.00	\$ 21,132.00

INCOME	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		5,809.30	7,000.00	8,000.00
f. Corporate support		1.15		
g. Foundation support				
h. Individual donations		8,381.62	8,000.00	6,000.00
i. Greenbelt support: ARPA				
j. Greenbelt: Project Grant		562.00		
k. Greenbelt: Operating Grant			4,200.00	7,132.00
l. Greenbelt: other Council appropriation				
m. Other grants	Cassel's grant	1,500.00		
n. Other				
o. Other				
p. Other				
Total income		\$ 16,254.07	\$ 19,200.00	\$ 21,132.00
Net profit or loss Complete this section manually		Actual Totals City FY25	Budget City FY26	Projected City FY27
Profit (income in excess of expenses)		927.69		0.00
Loss (expenses in excess of income).	Amount to be made up through the organization's savings (counts toward your grant match)		113.00	
	Amount to be made up with borrowed funds (does not count toward your grant match)			

a. **Variances.** 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, as noted in section G3, below.

b. **Matching fund requirement.** For every \$1.00 which may be awarded by the City of Greenbelt, your organization must contribute at least \$1.00 from other sources toward meeting your FY27 operating expenses. (Stated otherwise, the amount of your request cannot exceed one half of the organization's total FY27 expenses listed in your budget on page 7.)

Funds raised from most other sources count toward your required match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Your organization may also apply existing savings toward your required matching contribution. 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 during the specified period of support.

2. Financial Reserves

Assets	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a. Checking/savings accounts*	3,432.46	3,100.00
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$ 3,432.46	\$ 3,100.00

*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:

3. Debt

Creditor	Loan purpose	Actual as of June 30, 2025 (Last City Fiscal Year)	Projected as of June 30, 2026 (Current City Fiscal Year)
a.		0.00	
b.			
c.			
Total Debt		\$ 0.00	\$ 0.00

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

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last City Fiscal Year July 1, 2024 June 30, 2025	Budget, Current City Fiscal Year July 1, 2025 – June 30, 2026	Proposed, Next City Fiscal Year July 1, 2026 – June 30, 2027
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				
c. Donated equipment	Old donated equipment but no significant value			
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. City of Greenbelt: free facility use*				
g. Donated space rental: other				
h. Other				
Total In-Kind Contributions		\$ 0.00	\$ 0.00	\$ 0.00

* For assistance with the calculation of free facility use values, contact the Recreation staff person through whom your organization normally reserves space.

5. Financial need. Please check all that apply.

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

☐ The organization is projecting a revenue surplus for FY26.

☐ The organization is projecting a revenue surplus for FY27.

If any of the above apply to your organization, you must please explain your need for City of Greenbelt funding in the amount requested. If none of the above apply, you may still use the space below at your option to explain the organization's need for City funding in the amount requested.

E. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to four pages. Number your responses. Save your document as a PDF with the file name: name_of_organization_narrative_FY27

- 1. Organizational overview.** What is the mission of your organization? Whom do you serve and how? Please describe your organization's ongoing programming activities, providing a clear sense of their content and scope (program types, number and frequency of activities, etc.). If your programs are seasonal, please indicate typical timing. Note any significant achievements and challenges during the past and current City fiscal years.
- 2. Program impact.** Explain how your activities will benefit Greenbelt resident participants, and if applicable, the broader Greenbelt community. Consider both immediate and longer-term impacts as applicable. Does your organization provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- 3. Goals.** What are your organization's goals for the current and next fiscal year, and how are you working toward them? Goals may pertain to recruitment, fundraising, audience development, introduction of new services, or any other area of programs and operations.
- 4. Indicators of likely success.** Reviewers of this application will be assessing the likelihood that your organization will be successful in meeting its own goals (programming, financial, operational and otherwise.) What factors should give them confidence?

F. Background checks

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 adopted by the city (see below). 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 MakerSpace Cooperative

Robert Candey

Name

President

Title/position

2/1/2026

Date

(section continues below)

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.

Background Screening is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

G. WHAT TO SUBMIT: please send the following in PDF format to the address on page 1 in a single email.

- 1. REQUIRED: Completed application.** Please format your file name as follows:
name_of_organization_GO_application_FY27.
- 2. REQUIRED: Narrative.** Please format your file name as follows:
name_of_organization_narrative_FY27. Limit: 4 pages.
- 3. REQUIRED IF APPLICABLE: Budget variances:** explanation of year-to-year income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY27.
- 4. OPTIONAL: Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY27.
- 5. OPTIONAL: Letter(s) of support.** You may submit up to three letters attesting to the impact of your programs and the effectiveness of your organization's leaders. Each letter should be no longer than one page. Letters should please be combined in one file. File name:
name_of_organization_letters_FY27.

H. OPTIONAL: Additional Information. If applicable, please use this space to convey any important information not covered elsewhere in your application or attachments that should be considered in the evaluation of your request.

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.

I. ELECTRONIC SIGNATURE

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

Signature Robert Candey Digitally signed by Robert Candey
Date: 2026.02.01 22:05:49 -05'00' Date 2/1/2026
Your role within the applicant organization President

Greenbelt MakerSpace FY27 Narrative

1. Organizational Overview. The Greenbelt MakerSpace is an all-volunteer service cooperative that began as a traditional MakerSpace, offering classes, workshops and a physical space for community members to craft items of their choosing and share their knowledge and skills with others. After passing on the lease in the storefront property to Greenbelt Cinema, we relocated to the basement of the Granite Building in 2021. This physical space was not as conducive as the larger storefront to a place for “making” so we transitioned primarily to the long-planned tool lending library. The Greenbelt MakerSpace Tool Library is currently open 3 times a week (Thursday evening, Saturday and Sunday mornings) year round. This allows members to check out any of our 785 tools and household items for use with their individual home repair/improvement or crafting projects. Besides the Tool Library, we have quarterly free Repair Cafes to help people learn how to repair their items and keep them in use, minimizing cost of replacements and helping keep broken items from being discarded before necessary. These popular events first started in 2014 and are made possible by an eager supporting group of volunteers. In addition to the Tool Library and Repair Cafes, we are now poised to offer classes to members, with the first “Tool Safety” class already being pilot-tested.

Our activities provide many benefits, including

- Equity: provide access to everyone for making repairs and creating
- Sustainability: reduce number of tools manufactured and trashed
- Community: abundance for all our neighbors
- Cost: share cost of purchase and maintenance of tools and workspace
- Storage Space: access to hundreds of tools without need to store them
- Knowledge: space for learning, training and workshops
- Confidence: build skills and confidence at an individual pace

Our mission is to foster a vibrant collaborative community through teaching skills, offering workshop space, and sharing tools related to functional and creative making, maintaining, and fixing. The Tool Lending Library, Repair Cafes and classes/workshops are focused on community engagement and the sharing “co-operative spirit” of the surrounding Greenbelt area. A recent article in the Washington Post (December 10, 2025) highlighted the Greenbelt MakerSpace spirit of community engagement.

<https://www.washingtonpost.com/business/2025/12/10/where-we-live-greenbelt-maryland/>

Activities are publicized through the Greenbelt News Review, our Facebook Group (<https://www.facebook.com/Makerspace125/>), flyers posted around town, physical signage setup outside the Makerspace during opening hours, blog posts on our website with details about new program and opportunities, and emails to members.

- 2. Program Impact.** The impact of the Tool Library, the Repair Cafes and the forthcoming classes are similar. Participants visiting the Greenbelt MakerSpace tool library have access to tools, garden equipment, kitchen appliances, sewing machines and more to check out and take home. In addition, participants have access to advice that could prove to be very difficult to acquire otherwise. The Repair Cafes and the classes help participants learn new skills useful in everyday life and keep their treasured household items in working condition. All activities are provided in a warm and welcoming environment with neighbors and other community members. These activities 1) teach important Do-It-Yourself (DIY) skills so that members can better maintain their homes and personal property in a safe manner 2) save money, 3) promote sustainable practices by decreasing the amount of tools and appliances manufactured, shipped, and then eventually sent to the landfill, and 4) build and strengthen relationships between neighbors through collaboration and idea exchanges. This creates a new mindset/perspective that is sustainable and replaces the throw-away mentality. To the best of our knowledge, we are the only Tool Lending Library in Prince George's County.

The Repair Cafes are quarterly free programs run entirely by volunteers in the community. These programs enhance the ability of all residents to participate in sustainability initiatives to reuse items and build community knowledge, skills and resiliency. These free programs are advertised across the community and open to all. Along with several of the benefits previously mentioned (practical, social and environmental), we are open to all interested parties. Adopting a DIY mindset can help save money, lesson one's environmental footprint and gives our members the opportunity to proactively both serve the community and receive the benefits of others' service.

In addition to supporting the community, our activities provide venues for over 50 people to volunteer and contribute their expertise. We also collaborate with a number of groups including but not limited to The Greenbelt Farmers Market, Labor Day Festival Committee, and The Space.

- 3. Goals.** The main goal for the coming year for the Greenbelt MakerSpace is to offer a series of classes and workshops to help members become more accomplished at fixing, rebuilding and crafting their items. The first offering will be a Tool Safety class, an interactive class on basic safety. This class has been pilot tested twice and will be ready for advertisement and registration soon. Topics of woodworking, tiling, sewing/mending and general home improvement (based on members requests) will be considered next. We are setting up a workshop space with typical wood shop tools, electronics workbench, and space to build and repair things. This space will need ongoing supplies such as glues, wood, saw blades, repair parts, batteries and chargers to support the workshop and to repair the donated tools in the tool library.

Another ongoing goal is to increase the number of participants, especially active members. To achieve this, we launched new strategies including creating and displaying a large banner outside the Granite Building when the Tool Library is open and advertising in the Greenbelt News Review about upcoming events and for additional volunteers. We also now have a Social Media Coordinator and have partnered with GATe to produce short promotional ads for the Repair Cafes. In addition we staffed a promotional table at the Greenbelt Farmers' Market twice this past summer, and at the Labor Day Information Day. We plan to continue these outreach efforts to ensure more Greenbelt residents are aware of the valuable resource of the Greenbelt MakerSpace.

- 4. Indicators of likely success.** In Fiscal Year 2025, there were 1,000 visitors to the Greenbelt MakerSpace Tool Library. For the first 6 months of FY 2026 (July – December 2025), there were 724 visitors, which represents a 45% increase for a 6 month period. There were several initiatives such as tabling at the Farmers' Market, displaying a new banner, appearing on GATe TV, and welcoming a new Volunteer Coordinator and Social Media Coordinator that occurred in the spring/summer of 2025 that likely led to this dramatic rise in participation. As these initiatives are now built into the Greenbelt MakerSpace operations, we expect participation to continue to increase. Also, because members have been asking for classes/workshops, we expect that once we begin offering the classes our participation will increase even more.

We are proposing for \$7132 in matching funds to offset some of our operating expenses of about \$21,132, primarily rent, insurance, advertising, and software fees, and matched by about \$8000 in memberships and \$6000 in individual donations. We also propose to use rooms at the Community and Youth Centers for the repair cafes and workshops, as in-kind services.

Greenbelt Makerspace Cooperative Budget Variances (explanation of income and expense variations over 50%)

Funding from the City of Greenbelt will further support our mission and goals by defraying our operating expenses, primarily rent, insurance, advertising, software fees, and government fees, for supporting these activities.

On table D Expenses:

Line i. Supplies: Consumables like glue, wood, saw blades for the new wood shop; repair parts, batteries, chargers for the tool library (FY25 \$0, FY26 \$200, FY27 \$300).

Line j. Equipment purchases: due to the FY25 city matching grant of \$560, we purchased off-requested tools for tool sharpening, pressure washer, and safety equipment for \$1200 in FY25. Adding the workshop will require safety equipment and a dust collection system.

Line s, Other: government fees for permits, annual registrations, and filing articles of revival.

On table D Income:

Line j Greenbelt Project Grant: FY25 city matching grant of \$560 for some off-requested tools for tool sharpening, pressure washer, and safety equipment.

Line k Greenbelt Operating Grant: FY26 matching funds of \$5200 covered 5 months of rent, and proposed \$7132 for FY27 operating expenses.

Line m Other grants: We were awarded a Cassel's grant of \$1500 in Oct. 2024 for supporting the repair cafes with parts, supplies, and advertising.

Greenbelt Makerspace Cooperative Brief Bios

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



Greenbelt Advisory Committee on Environmental Sustainability
and
Greenbelt Green Team

DATE: January 30, 2026

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

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

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

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

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

REUSE: Our country is a throw-away society; when something breaks, we typically throw it away. The Repair Café has been a leader in our community in helping Greenbelt residents reuse our belongings that have been broken in some way. As the *Greenbelt News Review* reported, the Makerspace Repair Café was open Saturday, January 17th, to help make broken items useful again.

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

The Greenbelt Makerspace is one of the sustainable programs in Greenbelt that has enabled the City of Greenbelt to be certified and re-certified as a Sustainable Maryland Community, and helped earn us the title of Maryland "Sustainable Champion" during our last two rounds of recertification. This support is especially important now, since the Green Team is being considered for recertification again this year.

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

We hope the City will support these worthwhile endeavors.

Signed: John R. Lippert

Chair, Green ACES and Greenbelt Green Team

John R. Lippert

January 28, 2026

Attn.: City of Greenbelt Grants Department

Good Afternoon, My name is Anne Sabagh. My husband Tony Rogers and I moved to Greenbelt, MD in the summer of 2025. We chose to move to Greenbelt because of its cooperative community spirit. One such example of this spirit is found in the Greenbelt Tool Lending Library. It is on their behalf that we are writing today.

The Tool Lending Library was one of the first places we visited upon moving to Greenbelt. We were able to walk there from our home located in GHI (Greenbelt Homes, Inc.), sign up for a yearly membership for a modest fee, and immediately borrow several tools we needed to help us acclimate into our new home. One tool we borrowed was a shop vac, which we used to vacuum the sawdust and nails from the attic floor. This allowed us to make the attic much safer and more usable. If we had to rent or buy this (and other tools) from a big box store like Home Depot, it might have become cost-prohibitive. But with a friendly tool lending library, we were able to check out almost any type of tool you can think of for a week or two at a time, with the ability to extend our check out as needed.

Through the Tool Lending Library, we have met several new neighbors who have provided us with wonderful social connections, as well as invaluable information about our new community. The Greenbelt Tool Lending Library even offers quarterly "Repair Cafés", which allow residents to come together and learn how to fix items that are broken. This furthers the creation of strong social connections, and also helps residents to empower themselves by learning new skills to repair their items. It also keeps these items out of landfills.

We have truly appreciated having the wonderful community resource that is the Greenbelt Tool Lending Library. It has allowed us access to the tools we need to help keep our home and garden in great shape, with the added bonus of making new friends in our community. We know that a financial grant to the Greenbelt's Tool Lending Library will be well utilized, and allow them to continue fostering the community spirit that make Greenbelt such a wonderful place to live.

Please feel free to reach us for any additional comments.

Sincerely, Anne Sabagh and Tony Rogers
16 Ridge Road, Unit S, Greenbelt, MD 20770

