

**City of Bowie
Community Outreach Committee
2011-2012 Grants Program**

The City of Bowie's Community Outreach Committee awards grant money to individuals, groups and/or organizations to assist in facilitating programs which benefit Bowie residents in a variety of ways.

Completed applications, including letters of recommendation, and all attachments, must be received as a complete package by September 2, 2011.

Who may apply: Individuals, groups or organizations who will provide a program or project that will benefit residents of the City of Bowie. (Applicants need not be City residents.)

Purpose of the Grant : The Community Outreach Committee grants are awarded in areas of social services, youth, senior citizens, and mental health and therefore seeks to award grant money to individuals, groups and/or organizations that provide services that **assist underserved residents of the incorporated City of Bowie. Priority will be given to new projects and programs that meet the needs of the citizens of Bowie.** Applicants are encouraged to start new programs, although existing programs will be considered.

Funds: Grants will be awarded for up to \$5,000 each.

Application process:

- Applicants must complete and submit all parts of the application in one package.
Incomplete applications will not be considered for funding.
- Applications are reviewed and scored by a Selection Committee, in a "blinded" selection process*
- The Selection Committee makes their recommendations to Bowie City Council
- The Selection Committee reserves the right to request additional information
- All applicants will be notified of the Selection Committee's decision by mail

***Identifying information must be limited to sections indicated in the application.**

NO information should be included, beyond page 2, that identifies the individual, group or organization applying, with the exception of the statements on Page 6, and "Documentation required" (see page 4).

Please note that an application check list has been provided on page 7 to assist you in putting together your grant package. Please submit this completed form with your application.

Applications must be received at City Hall no later than September 2, 2011

If you have questions or need additional information, please contact City Hall at 301-809-3013 or eedwards@cityofbowie.org .

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE
2011-2012 GRANT APPLICATION**

Please note:

Beyond this page, please do not include any identifying information such as names of people or your organization, as this will be a “blinded process,” meaning that the selection committee will not know the identity of applicants. The only exceptions to this are the information included on letters of recommendation, documentation required (as listed on page 4), and the statements on page 5.

Required information:

Date submitted:

Title of grant project:

Amount of money requested from the City of Bowie for this grant project:\$ _____

Individual, group or organization name: _____

Address:

Contact name/title:

Address (if different from above):

Telephone: _____ E-mail address: _____

Best time to call: _____ am _____ pm

Please mail or drop off completed applications to

Community Outreach Committee

Bowie City Hall

15901 Excalibur Road

Bowie, MD 20716

You may also fax to 301-575-5615 or email to eedwards@cityofbowie.org

The complete application package must be received by September 2, 2011.

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE
2011 -2012 GRANT APPLICATION**

No identifying information should be included on these pages or on attachments, such as the project descriptions and other required information. Identifying information may only be included on the attached letters of recommendation, documentation required (listed on page 4) and the statements on page 5.

Organizational Status (Check all that apply)

Non-profit

For-profit

New organization

Existing organization

The *number of years the group or organization has been in existence*: _____

The number of years *this project* has been in existence: _____

Federal ID Number (if applicable): _____

All items below are REQUIRED: (Be as clear and concise as possible.)

1. Describe your proposal in detail. The following items *must* be included:

- Specific goals and purposes of the proposed project
- A clear explanation of the project and how it will be implemented
- Description of activities and how they will be used to reach goals/meet needs of residents
- Materials: describe and explain their use
- Provide dates for project implementation and completion.
- Explain the frequency and duration of activities
- Project time line (in chronological order)
- Target population
- Description of eligibility requirements for participants
- Explain the number of eligible people that will be included
- Description of specific methods to be used for recruitment of participants
- If this is a new or repeat project, explain the ways this differs from the ongoing programs provided by this individual, group or organization.
- Explain expected outcomes and benefits of this project to the residents being served and the community.

2. Funding: Include a detailed budget, using the budget form provided.

NOTE: Funds cannot be expended prior to notification of grant award.

Reimbursement and vendor payment requests must be submitted by May 1, 2012
to allow time for payments/reimbursements prior to the end of our fiscal year!

Explain the following:

- How the requested funds will be used.
- Describe “in kind” services (donations of volunteer hours, materials or other non-monetary donations)
- Describe other funding sources (source, whether received, awaiting grant award, or other, expenses covered)
- Describe how you will complete this project if other funding is not received.
- If only partial funding is received, describe how you will be able to implement this project.

3. **Number of individuals to be served by this project.** Explain how numbers were determined.
 - Total number of individuals to be served _____
 - Total number of residents of the incorporated City of Bowie to be served by this project _____
4. **Documentation required:**
 - Document location of project:
 - If using the property of the applying group or organization, document ownership or lease of facility, for this use, clarifying how this differs from its regular use. Note whether the facility is accessible for persons with disabilities.
 - Include location where project will be implemented, providing documentation showing approval by the responsible party for this specific activity to take place at the proposed location.
 - Provide County or other licenses or approvals that are needed for the project and/or use of the facility.
 - Provide documentation of partnerships with other individuals, organizations or groups that will play a key role in your project.
 - Provide letters and/or articles, showing past experience/expertise of the individual, group or organization implementing this project.
 - Signed “Accuracy of Information,” “Hold Harmless” and “Fund Expenditure” statements, on page 5.
5. **Mission Statement.** Include the goals and purposes as well as a brief but concise historical overview of your organization. How does this project help fulfill this mission?
6. **Evaluation:** An evaluation form will be provided to grant recipients. Completed form must be returned by May 1st.
7. **Any and all changes to grant projects, once awarded, must be submitted in writing and approved prior to the expenditure of funds!**
8. **Failure to adhere to requirements of grant recipients, such as those listed in # 6 & #7 above, “please note” items below, or inaccuracy of information, may result in non-payment and/or future ineligibility for grants.**

ADDITIONAL ATTACHMENTS:

- You may **attach up to two typed pages of additional information** that you wish to have considered. These may include a brochure or article about similar projects, expertise of trainer, person implementing program or summary of research showing the need for programs like the one you are proposing. Up to two (2) letters of recommendation and other required documentation listed above **are not counted as additional information! Additional information beyond this may not be considered.**

Please note:

- Federal regulations applying to the City of Bowie shall apply to your organization.
- Your organization shall be subject, when necessary, to an audit designed by the City Manager for an accountability of funds.

Return this application, with all required information and attachments to:

**City of Bowie Community Outreach Committee
Bowie City Hall
15901 Excalibur Road
Bowie, Maryland 20716**

You may also fax to 301-575-5615 or email to eedwards@cityofbowie.org

The complete application package must be received by September 2, 2011.

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE
2011-2012 GRANT APPLICATION**

Please read and sign the two statements below and return with your application:

Accuracy of Information Statement

All information included in this 2011-2012 Community Outreach Committee Grant application is accurate to the best of my knowledge.

Signature: _____ **Date:** _____

Printed name: _____

**2011-2012 Community Outreach Committee Grants
“Hold Harmless” and “Fund Expenditure” Statements**

Please sign, fill in the information, and return the form below, with your application:

I understand and agree that the City assumes no responsibility or liability for injuries to persons or property that result from or relate to use of the funds received by me from the City pursuant to this grant. I agree to indemnify and hold harmless the City and its officers and employees from any claims, damages, judgments or losses arising from any injuries to persons or property arising in connection with or related in any way to use of the funds received by me from the City pursuant to this grant.

I further agree that funds will be spent only as specified in the Grant notification letter. Any changes must be approved in advance of expenditure.

Signature of Applicant _____ Date _____

Applicant's Name (please print) _____

Company name _____

Company address _____

Phone number _____ email _____

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE
2011-2012 GRANT APPLICATION
Budget Request Form***

Title of project _____ Name of applicant _____ Organization _____

All of the expenses for this project must be included, with explanations, using the chart below.

Note: Include funding sought in this grant request as well as from other funding sources.

<u>Item</u>	<u>Cost</u>	<u>In Kind (explain)*</u>	<u>Description</u>	<u>Funding from other sources (explain)*</u>	<u>Funding Requested from this grant</u>
<u>Totals:</u>					

* See # 2 under “Required Items: Funding,” on page 3 of this application.
This chart may be copied if additional space is needed.

City of Bowie Community Outreach Grants

Application Checklist

Provided for your use, as a guide for preparation of your grant package, *this form must be completed and included with your application.*

Required Information

Yes/No

- Have you read and do you understand the requirements? _____
- Does your project meet the needs of Bowie residents? _____
- Have you included explanations of target population, benefits of project, etc? _____
- Have the forms on page 5 of your application been signed as required? _____
- Are you submitting your completed application package prior to, or on the date stated on the application as the deadline? _____
- Have you filled in all spaces provided for required information? _____
- Have you answered all questions and included all required information, such as goals, purpose, explanation of activities and their implementation, benefit to target population, use of materials, timeline and other requirements? _____
- Have you completed the detailed budget form with required explanations? _____
- Is all supplemental information, such as documentation of location, partnerships, approvals and recommendations, included? _____

Project Organization and Content

Yes/No

- Does your project fit with the purpose of the grants? _____
- Is your description clear and concise? _____
- Does your application include starting and ending dates? _____
- Have you followed all guidelines (such as purpose, requirements, etc., on pages 1, 3, 4 and the budget form) included on the application? _____
- Is information included easy to read and understand? Does it flow logically? _____
- Do the major points stand out? _____
- Does it meet limits on length and attachments? _____
- Is identifying information* limited to acceptable areas, as described in the application? _____

Other Items of Major Importance to the Grant Application Process

Yes/No

You have read and understand the following requirements:

- You will be required to submit a completed evaluation by deadline provided or upon project completion. _____
- Any expenses incurred prior to the receipt of the award letter cannot be reimbursed. _____
- ***Any and all changes*** to grants awarded, and/or stipulations set in grant award letter must be submitted in writing, and approved prior to the expenditure of funds. _____
- You have read and understand the statement on page 4, that ***failure to adhere to the requirements may mean that you will not be reimbursed, and/or will result in future ineligibility for grants.*** _____

****Identifying information:*** person, (i.e. applicant and others proposing and working with the proposed project) & organization (non-profit, school, other) names, addresses, email addresses, etc., ***may only be included on pages where allowed, per the instructions on pages 2 & 3.***