




# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

TO: City Council

FROM: David J. Deutsch   
City Manager

SUBJECT: Grant Program for Nonprofit Organizations

DATE: December 18, 2008

During its review of the FY 2009 Budget, Council directed staff to place the following objective in the Budget:

“Establish a matching grant pilot program for making capital improvements at community nonprofit organizations facilities, and report to Council by December 31, 2008.”

Council placed \$10,000 in the FY09 Budget for this program. The outline of such a program is attached. However, before we move forward to implementation, it may be useful to take a step back and reconsider this program.

The FY09 Budget is being seriously scrutinized, as will the FY10 Budget. Council has an opportunity, since the program has not yet been implemented, to review this matter again. You can decide to reaffirm your support for this expenditure, or you may decide to scrap the program.

Staff is seeking direction from Council in this matter.

DJD/asf

Attachment

## City of Bowie Non Profit Matching Grant Application for 2009

The City of Bowie has allocated \$10,000 in its current year budget for the purpose of providing a dollar-to-dollar match for infrastructure projects being performed by local non-profit organizations. Eligibility is as follows:

*Non-Profit Organization:* Applicants for these funds must be an existing non-profit 501 C-3 organization with a mailing address or post office box located within the incorporated limits of the City of Bowie, Maryland. Proof of status will be required with the application. The facility where the infrastructure work is to be done must be located within the corporate limits of Bowie.

*Eligible Projects:* Projects eligible are defined as capital improvement projects being planned for completion by the applicant by June 30, 2009. Examples of projects are roof repairs, interior and exterior painting, sheetrock replacement, siding, gutter replacement, brick/block work, heating/ventilation and air conditioning projects (HVAC), concrete and asphalt driveways, plumbing improvements (removal/replacement work), general facility renovations, replacement of pumps and compressors, window replacements, electrical projects that improve energy efficiency, parking lot light fixtures. Non-eligible projects are general maintenance programs, landscaping projects and an organization's identification signs.

*Deadline To Apply:* All applications for this year's funding must be received by February 27, 2009.

### Application Process:

Complete the attached application. Incomplete forms will not be considered.

- ◆ Include materials that clearly support the request for participation in this program and the time frame for completion.
- ◆ Work performed on a project prior to approval by the City of Bowie will not be considered an eligible expense.

The City reserves the right to:

- ◆ Request additional information from the applicant
- ◆ Amend funding levels to best meet limited project funding.
- ◆ May require an interview of an applicant.
- ◆ Payments will be made on a reimbursement basis once the work has been performed and documented accordingly.
- ◆ Projects approved that are not completed by June 30 will not be paid for from this program.
- ◆ All approved applicants will be notified by April 1, 2009 via US Mail.

**City of Bowie Non-Profit Capital Project Matching Grant  
Application Form**

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Project Name/Address \_\_\_\_\_

Total Project Cost \_\_\_\_\_ Amount of Grant Request \$ \_\_\_\_\_

**Background Information:**

1. Please provide an overview of your group or organization that includes when the entity was founded, its mission statement and goals.
2. Description of Proposed Project: A concise and clear description of the proposed project shall be attached to this application. Relevant information on scope, timing, total costs, the dollar amount requested and how it relates to the overall project. Any drawings or project estimates should be included.