



City of Bowie Community Outreach Committee 2022-2023 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. A virtual grant application clinic will be held on Wednesday, August 24, 2022 at 7 p.m. Please register at, <https://forms.gle/tvyv93cag4vRpEWT6>, no later than Monday, August 22 at 5 p.m.

Complete applications, including letters of recommendation, and all attachments, must be received via email to Lori Cunningham at, lcunningham@cityofbowie.org, by September 19, 2022 at 5 p.m.

Who may apply: Individuals, groups or organizations who will provide a program or project that will benefit residents of the City of Bowie may apply for the grant. Grant applicants do not need to be City residents, however programs should be conducted within the incorporated City of Bowie, whenever possible, to increase the likeliness of including City residents.

Purpose of the grant: Community Outreach Committee grants are awarded in areas of social services, youth, senior citizens, and mental health. Individuals, groups and/or organizations which provide services that assist underserved residents of the incorporated City of Bowie are eligible to receive these grants.

Priority consideration will be given to new projects and programs. Applicants are encouraged to start new programs, although existing programs will be considered.

Funds: Grants are awarded for up to \$5,000.

Application process:

- Applicants must complete and submit all parts of the application in one package.
- The Community Outreach Committee reviews applications and determines which applicants should be awarded funding.
- Recommendations for awards are submitted to the Bowie City Council for approval. Please note that the selection committee can request additional information or documentation from applicants at any period during the application process.
- All applicants will be notified of the committee's decision by email.

Please note that an application checklist has been provided on page 7 to assist with assembling the grant package. Please submit this completed form with your application. Incomplete application packages will not be considered for funding.

Applications must be received via email at lcunningham@cityofbowie.org, with the subject "COC Grant Application", no later than Monday, September 19, 2022 by 5 p.m.

Should you have questions or need additional information, please contact Lori Cunningham. at (240)544-5601. Email requests can be sent to lcunningham@cityofbowie.org.

CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE
2022-2023 GRANT APPLICATION

Required Information:

Date submitted: _____

Title of grant project: _____

General description of grant project: _____

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

Amount of the organizations operational budget: \$ _____

Individual, group or organization name: _____

Business address: _____

Contact name/title: _____

Mailing address (if different from above):

Telephone: _____ Email address: _____

Best time to call: _____ a.m. _____ p.m.

Organizational Status (Check all that apply)

_____ Not for 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): _____

Grant Application Requirements

All items below are REQUIRED and you must include these as headers in your submission. Be as clear and concise as possible.

1. Describe your proposal in detail. The following subheadings *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 timeline (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 how expected outcomes will be measured and the benefits of this project to the residents being served and the community
- Due to the COVID-19 pandemic, all applications must follow local, county and state orders and provide details as to how your project will be executed virtually if required

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

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

Tips for completed the Budget Request Form:

- List items individually
- All expenses associated with this project must be included with detailed explanations provided
- The budget chart may be copied if additional space is needed

NOTE: Funds cannot be expended prior to notification of grant award. Reimbursement and vendor payment requests must be submitted by May 31, 2023 to allow time for payments/reimbursements prior to the end of the fiscal year!

3. Number of individuals to be served by this project. Explain how numbers were determined for the following questions:

- Total number of individuals to be served _____
- Of the individuals served, how many do you project will be incorporated City of Bowie residents _____

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 a letter of support from all partnerships with other individuals, organizations or groups that will play a 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 6.

5. **Mission Statement.** Include the goals and purposes as well as a brief but concise historical overview of your organization. Include how this project helps fulfill this mission?

6. **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.
- You may include up to two (2) letters of recommendation or other supporting documentation. Please note that any additional information provided beyond this may not be considered.

Additional Items to Note:

- **Evaluation:** An evaluation form will be provided to grant recipients.
- **Changes to Grant Project:** Once awarded, any changes to your grant project must be submitted in writing and receive approval prior to the expenditure of funds for that portion of the project.
- Federal regulations that apply to the City of Bowie shall also apply to your organization.
- Your organization shall be subject, when necessary, to an audit designed by the City Manager for an accountability of funds.
- **Questions:** If the Community Outreach Committee has questions regarding your grant you will be called, at the contact number provided on your application, during their review meeting on Tuesday, September 27, 2022 between 7:00 and 8:30 p.m. Please make sure the applicant listed is available at the phone number provided during this time. If the committee is unable to reach the applicant, the application may not be approved. The committee will make every effort to email questions to you prior to the review meeting however, questions may still arise during the meeting.

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE**

2022-2023 GRANT APPLICATION

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

Accuracy of Information Statement

All information included in this 2022-2023 Community Outreach Committee Grant Application is accurate to the best of my knowledge.

Signature of applicant: _____ Date: _____

Applicant's name (please print): _____

Company name: _____

Company address: _____

Phone: _____ Email: _____

**2022-2023 Community Outreach Committee Grants
Hold Harmless and Fund Expenditure Statement**

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: _____ Email: _____

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE**

2022-2023 GRANT APPLICATION

Budget Request Form

Title of Project _____

Name of Applicant _____

Organization _____

<u>Item</u>	<u>Cost</u>	<u>Description of Item Requested for Funding</u>	<u>In-Kind Donation</u> <small>(Monetary amount & explanation)</small>	<u>Funding from other Sources</u> <small>(explain)*</small>	<u>Funding Requested from this Grant</u> <small>(Should match summary request)</small>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
<u>Totals:</u>					

* Note: See # 2 under “Required Items: Funding,” on page 3 of this application for additional assistance with completing the budget.

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE**

2022-2023 GRANT APPLICATION

Application Checklist

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

Required Information	Yes/No
▪ Does your project include headers and sub headers for application requirements?	_____
▪ Does your project meet the needs of incorporated City 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?	_____
▪ 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?	_____
▪ Did you provide details as to how your project will be executed virtually if required?	_____

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 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?	_____

Please submit the completed application to:

Community Outreach Committee

Lori Cunningham

Lcunningham@cityofbowie.org

Email Subject: COC Grant Application

Deadline: September 19, 2022 by 5 p.m.