



Brandon M. Scott
Mayor



2023 NORTHWEST NEIGHBORHOOD GRANT REQUEST FOR APPLICATIONS & GUIDELINES

A PIMLICO LOCAL IMPACT AID GRANT PROGRAM

Application Opens: Wednesday, August 30, 2023

Application Deadline: Friday, October 13, 2023 at 11:59PM EDT

Applicant Information Sessions:

Wednesday, September 13, 2023 at 7:00PM EDT | [RSVP](#)

Tuesday, September 26, 2023 at 12:30PM EDT | [RSVP](#)

Grant Application Portal:

<https://baltimorecivicfund.submittable.com/>

More Information:

<https://www.baltimorecivicfund.org/nw-neighborhood-grants-program>

BACKGROUND

The Northwest Neighborhood Grants Program is made possible by the City of Baltimore using Pimlico Local Impact Aid. Grants are available for a wide variety of community-led projects, including operating funds or physical improvements that create meaningful, measurable changes in the eligible areas. **In 2023, the grant program is limited to projects in the One Mile Radius** (see map in Appendix A). **Projects must be able to be completed within two years.**

The Baltimore Civic Fund serves as the grant process administrator in partnership with Baltimore City Department of Planning.

PURPOSE

The grants are intended to:

Uplift neighborhoods. Funding supports community-led projects that align with neighborhood goals and plans.

Promote equity. According to the City's [equity assessment program](#), equity means closing the gaps in policy, practice, and allocation of resources so that race, gender, religion, sexual orientation, and income do not predict one's success, while also improving outcomes for all.

Be flexible. Funding can serve a wide variety of projects such as retaining consultants for a plan or service, promoting, or executing events, updating, or creating signage or other community landmarks, enhancing a community's digital resources, supporting physical improvements generally projects that achieve a community identified need.

Build capacity. Funding provides critical financial support to community-based initiatives and organizations that need it most.

ELIGIBILITY

GEOGRAPHIC FOCUS

Three areas within Northwest Baltimore are eligible to receive these grants this cycle. All activities and services must take place in eligible areas. Priority will be given to organizations based in eligible areas or who are partnering with an organization based in those neighborhoods.

Funds are available for the area of Northwest Baltimore surrounding Pimlico Racetrack known as the One Mile Radius: Northwest Community Planning Forum; the Liberty-Wabash area; and the Coldspring-Newtown area.

- Northwest Community Planning Forum Boundaries: Northern Parkway (S), County line (W/N), Jones Falls Expressway (E)

- Coldspring-Newtown Boundaries: Northern Parkway (N), Greenspring Avenue (W), West Cold Spring Lane (S), Jones Falls Expressway (E)
- Liberty-Wabash Boundaries: Liberty Heights Avenue (S), Northern Parkway (W), Wabash (N/E)

TYPES OF ORGANIZATION

To be eligible, applicants MUST be one of the following:

- A non-profit organization with 501(c)3 tax-exempt status recognized by the IRS.
- A mission-based organization without 501(c)3 tax-exempt status but with a tax-exempt fiscal sponsor.
- A faith-based organization proposing a non-religious project that benefits the public.
- A public school proposing a community-based project that benefits its students.

ELIGIBILITY CRITERIA

To be eligible, organizations must meet ALL the following criteria:

- Tax-Exempt Status. Organizations (or their fiscal sponsors) will be required to provide proof of tax-exempt designation through a copy of their IRS Determination Letter.
- Tax ID Number. Organizations must have an active tax identification number.
- Financial Information. Organizations (or their fiscal sponsors) will be required to provide their most recent IRS 990 filing, financial statement, or independent audit, depending on charitable contributions to the organizational budget.
- Bank Account. Organizations (or their fiscal sponsors) must have a valid bank account in the name of the organization.
- Certificate of Good Standing. Organizations must provide proof of good standing from the State of Maryland Department of Assessment and Taxation.
- Insurance. Baltimore City may require insurance for projects.

RESTRICTIONS AND LIMITATIONS

The following are ***not eligible*** for grant funding:

- Individuals, state or federal government agencies, or for-profit organizations or businesses.
- Requests for support that do not fall within the funding guidelines.
- Activities that improperly discriminate as to race, gender, marital status, sexual preference, age, disability, creed or ethnicity, or grants for religious indoctrination or other religious activities.
- Organizations which are not located in and/or serving the One-Mile Radius in Northwest Baltimore City (see map in Appendix A).

GRANT AWARD AMOUNTS

Grants between \$500 and \$30,000 will be awarded to tax-exempt organizations for projects during the performance period between January 1, 2024, and December 31, 2025. All projects must be able to be completed within two years from the start of funding.

USE OF FUNDS

Grants are available for a wide variety of community development projects. Grants are available to help neighbors and community organizations invest in their communities and implement community priorities that benefit residents of all ages. Examples of suitable projects include, but are not limited to:

- Public art projects (community sculptures, murals)
- Local arts initiatives (painting or drawing workshops, culinary arts classes, dance or music classes and performances)
- Community signage
- Bicycle amenities (bicycle racks, rentals)
- Streetscaping/block projects (painted crosswalks, trees and flowers, artistic planters)
- Marketing efforts (website development, promotional activities)
- Education opportunities (speaker series, academic enrichment, podcasting/recording series)
- Other community events (neighborhood festivals, recreation)
- Technical assistance for community associations in need of expert help for a particular issue, such as professional design, financial, or legal services to address specific community challenges or opportunities, assistance to secure 501c3 nonprofit status, or development of a strategic plan for a community organization.

GRANT APPLICATION & PROGRAM PROPOSAL

The following items will be required in the grant application:

I. ORGANIZATION BACKGROUND NARRATIVE:

- a. Organization Description
 - i. Organization History and Purpose
 - ii. Community/Population Served
 - iii. Current Programs and Activities
- b. Organizational Capacity
 - i. Past experience fulfilling grant obligations, or equivalent project experience
 - ii. Past experience managing community development and/or operating projects, or equivalent project experience
 - iii. Any other relevant information that shows your organization can complete the project it is pursuing
- c. Strategic Plan (if available)

II. ORGANIZATION FINANCIAL INFORMATION:

- a. Copy of Internal Revenue Service (IRS) letter of determination certifying 501(c)(3) tax-exempt status. For those applying with a fiscal sponsor, include a copy of the fiscal sponsor's IRS letter of determination.

- b. Certificate of Good Standing from the Maryland Department of Commerce dated no earlier than January 1, 2023.
- c. Board-Approved Organization Budget
- d. Operating Revenue
- e. Operating Expenses
- f. Copy of most recent IRS 990, most recent financial statement, or most recent independent audit dependent upon charitable contributions to the organization's budget.
 - i. For organizations with charitable contributions less than \$300,000: an IRS 990 filing within the past 12 months OR an independent audit that is no older than calendar year 2022.
 - ii. For organizations with charitable contributions between \$300,000 and \$750,000: a financial statement *reviewed or audited* by an independent Certified Public Accountant (CPA) that is no older than calendar year 2022.
 - iii. For organizations with charitable contributions over \$750,000: an audited financial statement *prepared* by an independent CPA no older than calendar year 2022.
- g. Fiscal Sponsor Information (if applicable)
 - i. Fiscal Sponsor Name
 - ii. Fiscal Sponsor Tax ID
 - iii. Fiscal Sponsor Contact and Information
 - iv. Executed Fiscal Sponsorship Agreement
 - v. Fiscal Sponsor Financials

III. PROGRAM NARRATIVE:

- a. Geographic Area
- b. Type of Project
- c. Project Overview and Scope
 - i. Description of the project and its purpose
 - ii. Description of the specific issue, challenge, and/or need the project addresses.
 - iii. Identify the community your project serves and explain why this project is a priority for this community at this time.
 - iv. Explain how your organization chose this project to address the issue/challenge/need your community has identified.
- d. Goals and Outcomes Upload (Template Provided)
- e. Equity Framework
- f. Project Start and End Dates
- g. Project Schedule Upload (Template Provided)

IV. BUDGET AND BUDGET NARRATIVE:

- a. Requested Grant Amount
- b. Total Project Budget
- c. Project Budget Upload (including expenses and line-item descriptions; template

provided)

- i. The budget should cover all costs associated with your program even if you are not requesting funding for them under this grant. This includes products or services paid for by other sources of funding or in-kind contributions. The budget categories are:

1. Consultants
2. Contractors
3. Food
4. Marketing/Promotion
5. Miscellaneous
6. Office Supplies & Materials
7. Operational Costs
8. Photography/Videography
9. Printing/Signage
10. Project Materials & Equipment
11. Salary/Personnel
12. Space/Location Rental
13. Stipends

- d. Additional Costs and Support

V. **PHOTOS OR ILLUSTRATIONS**

PROCESS

- I. **DETERMINE ELIGIBILITY:** Review guidelines to confirm organization and expense eligibility.
- II. **REGISTER FOR AN ACCOUNT IN THE GRANT PORTAL:** Register for an account on the Civic Fund's [online grant management portal](#).
- III. **ACCESS SESSIONS AND TECHNICAL ASSISTANCE:** We are committed to supporting organizations through the grant process, with opportunities such as:
 - a. **Technical Assistance Requests:** Please submit all requests for technical assistance on the registration process to submissions@baltimorecivicfund.org BEFORE 5:00PM EDT on Friday, October 13, 2023 (date application closes). Please include "2023 NW Neighborhood Initiative Grant TA Request" in the subject line.
 - b. **Application Assistance:** If needed, interested applicants can reach out to the Department of Planning's Grants Consultant, Cheryl Goodman, for guidance on how to formulate their project proposals and applications, including budget, timeline, and performance measures. Email Cheryl.Goodman@baltimorecity.gov.
 - c. **Applicant Information Sessions:** Those interested in applying for this grant should plan to attend a virtual information session. The session will include demonstrations on how to register for and use the online grant portal, how to complete various templates, and an applicant Q&A. All questions posed during the meeting will be added to the FAQ and

available to all applicants, even those that could not attend. There will be two sessions held:

- i. 7:00 PM EDT on Wednesday, September 13, 2023.
- ii. 12:30 PM EDT on Tuesday, September 26, 2023.

- d. **Request For Information/Frequently Asked Questions (FAQ):** From the opening of this Request for Application on Wednesday, August 30, 2023, through Friday, September 29, 2023, potential applicants can submit questions about the application to submissions@baltimorecivicfund.org. Please include “2023 NW Neighborhood Initiative Grant Application Question” in the subject line.

An FAQ with all questions and answers will be posted on our website and updated regularly. A final updated FAQ will be posted to Baltimore Civic Fund’s website by 5:00 PM EDT on Monday, October 2, 2023.

- IV. **SUBMIT APPLICATION BY 11:59 PM EDT ON Friday, October 13, 2023:** It is the applicant's responsibility to ensure that the submitted grant proposal is complete and fully responsive to all RFA requirements and that the funding amount requested is consistent across all parts and sub-parts of the proposal. The Civic Fund reserves the right to deem any proposal that is incomplete or nonresponsive as ineligible for competitive review. Please closely follow the guidance outlined above to ensure that the proposal package is fully responsive to RFA requirements and eligible for review.

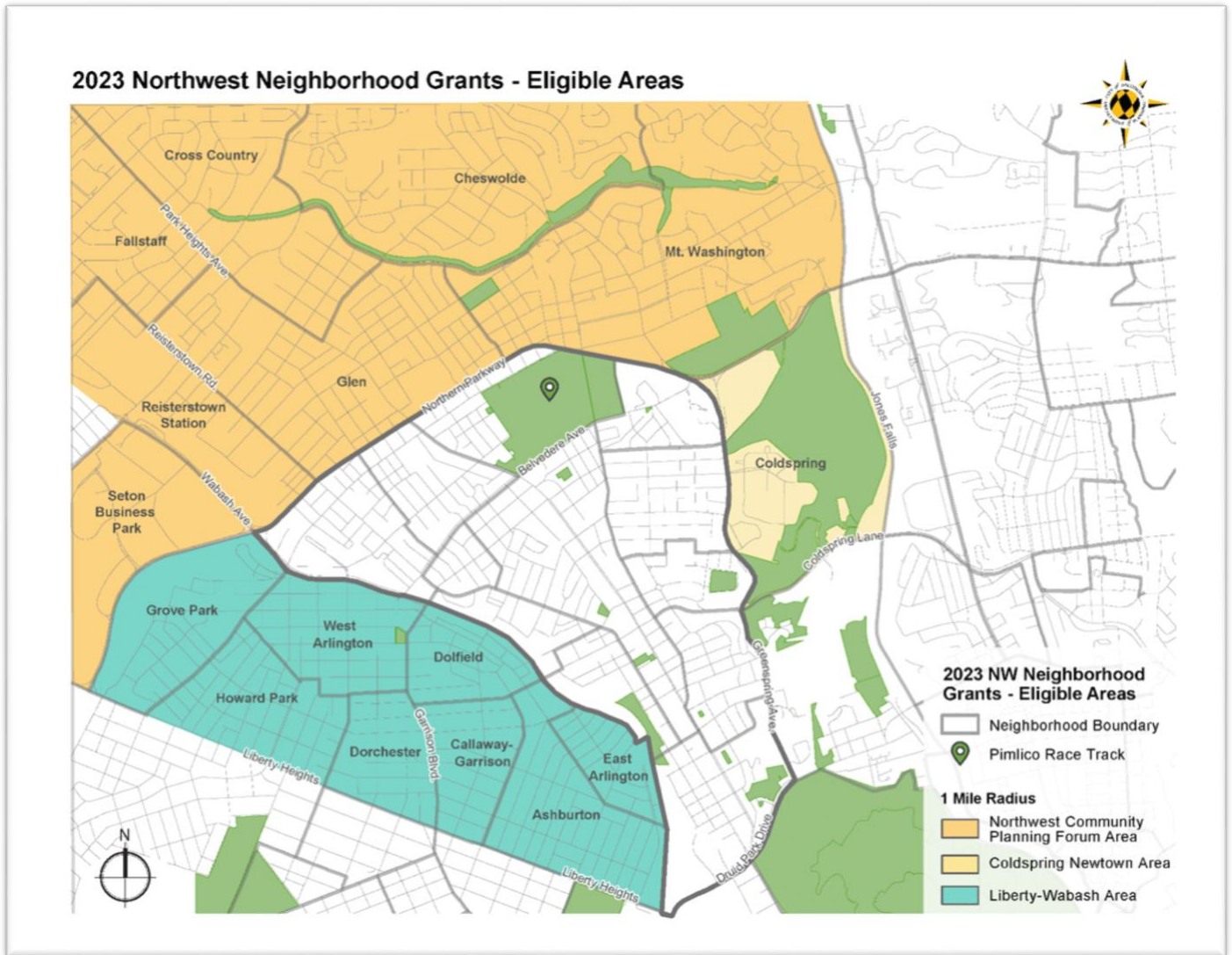
- a. **Cost of preparing proposals:** Costs for developing, preparing, and submitting the proposals are solely the responsibility of the applicants. The Baltimore Civic Fund and City of Baltimore will not provide reimbursement for such costs.

- V. **TECHNICAL REVIEW OF APPLICATIONS:** Applicants will be assessed for their ability to meet eligibility requirements and application completeness. If an applicant lacks proper documentation, they will be provided with at least **five calendar days** to provide information. If the applicant fails to provide the proper documentation, the application will not move forward in the review process.
- VI. **PANEL REVIEW OF APPLICATIONS:** A group of panelists that includes staff from the Department of Planning, Department of Housing and Community Development, and the Pimlico Community Development Authority (PCDA) will review applications using a standard rubric and consensus discussions to recommend awards. The Baltimore City Planning Department will confirm the final award decisions.
- VII. **GRANT ANNOUNCEMENT:** All applicants will receive an application update by **late-November 2023**. If awarded, grantees will receive an email with a link to the Grant Agreement.
- VIII. **GRANT AGREEMENT.** A Grant Agreement must be signed confirming the project and detailing the roles and requirements of all parties BEFORE the project begins.

- a. **Final Scope and Budget.** The Grant Agreement will include a final detailed scope of work, and a final line-item budget. It will also include a projected schedule for the access to funds,
- IX. **REPORTING:** This grant program will have quarterly reporting requirements and deadlines. Reports will include a brief narrative, performance measure updates, and a financial record with supporting documentation showing proof of payment such as receipts, paid invoices, bank statements, etc. Support material in the form of photographs and videos is also required to confirm compliance. Reports are mandatory, and the deadlines are firm.
 - a. Grantees will submit quarterly reports by the following dates:
 - i. Monday, April 8, 2024.
 - ii. Monday, July 8, 2024.
 - iii. Monday, October 7, 2024.
 - iv. Monday, January 6, 2025.
 - v. Monday, April 7, 2025.
 - vi. Monday, July 7, 2025.
 - vii. Monday, October 6, 2025.
 - b. Grantees will submit a final report by Monday, March 2, 2026.
 - i. If your project is completed before the end of the grant period, final reports and supporting documentation must be submitted to the City within 60 days of the day of completion of the project.
 - ii. Any organization affiliated with a project that has not submitted all documentation of expenditures within the 60-day timeframe will be prohibited from receiving any future grant funds through Pimlico Local Impact Aid.
- X. **GRANT PAYMENTS:** Grant funding will be disbursed based on the schedule determined by the Department of Planning but generally may be disbursed on a 40-40-20 schedule with 40% provided at the start of the project, 40% at the midway point of the project contingent on successful project progress, and 20% at the completion of the project, upon submission of a final report. Grantees will be required to create Supplier profiles in the City's online Workday system and to submit invoices electronically.
 - a. Startup payments will be issued upon approval of the final scope of work, final line-item budget, grant agreement execution and within the first four weeks of the beginning of the grant period.
 - b. Final payments will be paid upon approval of the final report. Final payment will be held until ALL reports have been submitted.

APPENDIX A

Neighborhood Initiative Competitive Grant Eligible Project Areas Map – 1 Mile Radius



APPENDIX B
Timeline and Key Dates

Grant Process Schedule	
Request for Applications and Request for Information Opens	Wednesday, August 30, 2023
Applicant Information Sessions	Wednesday, September 13, 2023 Tuesday, September 26, 2023
Request for Information Closes	Friday, September 29, 2023
Final FAQ Update	Monday, October 2, 2023
Applications Due	Friday, October 13, 2023
Technical Review	Begins Tuesday, October 16, 2023
Cure Period	Begins Monday, October 23, 2023
Panel Review	Begins Monday, October 30, 2023
Award Announcements	Late-November

Grantee Reporting Schedule	
Quarterly Report Submission Deadlines	Monday, April 8, 2024 Monday, July 8, 2024 Monday, October 7, 2024 Monday, January 6, 2025 Monday, April 7, 2025 Monday, July 7, 2025 Monday, October 6, 2025
Final Report Submission Deadline	Monday, March 2, 2026

APPENDIX C
Applicant Checklist

Application requirements

- ☐ Organizational Profile (Contact information, tax ID number, and fiscal sponsor if applicable)
- ☐ Organizational Background and Narrative
- ☐ Organizational Capacity
- ☐ Organization Budget
- ☐ Geographic Area selection
- ☐ Type of Project
- ☐ Project Overview and Scope
- ☐ Goals and Outcomes
- ☐ Equity Framework
- ☐ Project Start and End Dates
- ☐ Project Schedule
- ☐ Project Budget
- ☐ Additional Costs and Support (support from other groups, people, or public agencies for this project, including financial, in-kind, donated materials, evidence of land control) and documentation to evidence the additional support

Photos and Illustrations (optional)

- ☐ Other attachments, including, photographs, concept plans, and other visual media to illustrate your project, as desired. Not to exceed 5 pages.