Agenda

• Opening remarks (5 minutes)
  • Approval of Minutes

• Neighborhood Initiative Competitive Grants (1 hour)
  • Purpose of grants
  • Geography
  • Types of grants
  • Eligibility Criteria
  • Evaluation process and criteria
  • Examples of previous grants
  • Grant process
  • Technical Assistance
  • Discussion

• Intermission/Networking (15 minutes)

• Comments on Spending Plan (1 hour)
Neighborhood Initiative Competitive Grant

Purpose:

Community Building
Neighborhood Initiative Competitive Grant

Geography:
Neighborhood Initiative Competitive Grant

Types of Grants:

- Less than $2,500
- $2,500 to $30,000
Neighborhood Initiative Competitive Grant

Eligibility Criteria:

Less than $2,500

• Project is located within eligible geographic area

• Non-profit organization with 501(c)(3) tax-exempt status or mission based organization with a 501(c)(3) fiscal sponsor.

• In good standing with the State of Maryland

• A valid bank account in the name of the organization.

$2,500 to $30,000

• Project is located within eligible geographic area

• Non-profit organization with 501(c)(3) tax-exempt status OR mission based organization with a 501(c)(3) fiscal sponsor.

• In good standing with the State of Maryland

• A valid bank account in the name of the organization.

• Experience implementing similar projects

• Support from the Board (e.g. Board Resolution or equivalent document)
Neighborhood Initiative Competitive Grant

Evaluation Process:

Less than $2,500
- Applications accepted on a rolling basis
- Review by Healthy Neighborhoods, Inc.
- Healthy Neighborhoods, Inc. makes final decision

$2,500 to $30,000
- Applications accepted on a rolling basis
- Analysis by Healthy Neighborhoods, Inc.
- Evaluated and scored by PCDA Grant Subcommittee 3 times per year
- Subcommittee makes recommendation to Director of Planning
- Director of Planning consults with Mayor’s Office in making final decision
Neighborhood Initiative Competitive Grant

Evaluation Criteria:

Less than $2,500
• Quality of proposal (clear, well thought out)
• Impact (community building, visible, number of people helped)
• Organizational capacity (readiness, experience, accountability)
• Budget (clearly defined project budget with supporting documentation, realistic, cost effective)

$2,500 to $30,000
• Quality of proposal (clear, well thought out)
• Impact (community building, visible, number of people helped)
• Organizational capacity (readiness, experience, accountability)
• Budget (clearly defined project budget with supporting documentation, realistic, cost effective)
• Partnerships (e.g. neighborhood association collaborating with an organization to do a mural or a beautification project)
• Leverage (other funds, materials, volunteer action)
Examples of previous grants:

- Beautification projects (e.g. community gardens)
- Community signs
- Project Pneuma Yoga
- Music and Unity festivals
- Community Resource Events
- Academic Enrichment at Elementary Schools (e.g. culinary arts class)
- Gardner/Coordinator at Elementary Schools (e.g. classes and garden setup)
Healthy Neighborhoods, Inc. is available to assist with the following:

- Grant Applications
- Grant Agreement
- Technical Assistance
- Fiscal Agent
- Meeting City requirements such as insurance
Neighborhood Initiative Competitive Grant

Grant guidelines

• **Award amounts:** Grant award amounts may differ from amounts requested in grant applications.

• **Grant Agreement:** Once funding is approved and grant agreement is completed, projects may begin.

• **Administration:** No more than 10% of the total grant award for large grants ($2,500-$30,000) can be used for administrative costs or fees.

• **Project completion:** As a general rule, all grant-funded projects should be complete, with grant funds expended, within one calendar year of the grant award date. If it is anticipated that a time frame longer than one year is needed for project completion, an explanation along with a full project schedule should be provided in the application.
Neighborhood Initiative Competitive Grant

Additional guidelines:

- **Payment documentation:** At the completion of any awarded project all payment documentation must be submitted to Healthy Neighborhoods, Inc. within 60 days from the day of completion.

- **Payment procedures:** Payment procedures to grant awardees will be determined on a case-by-case basis. A draw schedule can be created. No future draw requests will be considered until all previous draws are accounted for with payment documentation (i.e., receipts).

- **Reporting:** Grant recipients are required to submit quarterly reports and photos highlighting their efforts. In order to qualify for funding, a final report is required at the completion of the project.

- **Insurance:** Insurance may be required.
Technical Assistance Opportunities

<table>
<thead>
<tr>
<th>Grant Application Available</th>
<th>Spring 2018/Summer 2018</th>
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<tbody>
<tr>
<td>Please check PCDA’s website for the grant application.</td>
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<tr>
<th>Technical Assistance for Neighborhood Initiative Competitive Grants</th>
<th>Spring 2018/Summer 2018</th>
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<tr>
<td>To describe grants using public funding and answer questions</td>
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<tr>
<th>Grant Writing Workshop</th>
<th>Spring 2018/Summer 2018</th>
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<tr>
<td>To assist applicants with their applications</td>
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How will proposals be reviewed?

- Grants under $2,500 are reviewed by Healthy Neighborhoods, Inc. on a rolling basis.
- Grants over $2,500 are reviewed by PCDA.
- There will be 3-4 submission dates (TBD) for large grants followed by PCDA review.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release DRAFT Spending Plan</td>
<td>January 9</td>
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<tr>
<td>- Begin 45 day review period</td>
<td></td>
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<tr>
<td>Presentation of DRAFT Spending Plan</td>
<td>January 10</td>
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<tr>
<td>Public forum</td>
<td>January 31</td>
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<tr>
<td>Deadline for comments to PCDA</td>
<td>February 9</td>
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<tr>
<td>PCDA work session</td>
<td>February 12</td>
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<tr>
<td>Presentation of PCDA recommendations on the draft spending plan</td>
<td>February 15</td>
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<tr>
<td>Release FINAL Spending Plan</td>
<td>April</td>
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Comments on Draft FY19 Spending Plan

Deadline for comments to PCDA

February 9

pcda@baltimorecity.gov

or

417 E. Fayette, 8th Floor
Baltimore, MD 21202

Check out PCDA’s website for resources and information on meetings.