

**CITY OF NEW CARROLLTON
COUNCILMEMBER YOUTH ACTIVITIES GRANT**

FISCAL YEAR 2019
(July 1, 2018 to June 30, 2019)

Purpose and Eligibility

The City of New Carrollton believes that supporting community activities enhances the community as a whole. In support of that belief, the City Council established a Youth Activities Grant for Fiscal Year 2019 (FY 2019). The Grant provides reimbursement of eligible expenses¹ to organizations who wish to conduct programs of an educational, recreational or athletic nature for the youth who reside in the City of New Carrollton. Accordingly, programs for which the Grant is sought must be open to residents within the corporate boundaries of the City of New Carrollton. The maximum Youth Activities Grant award per organization for Fiscal Year 2019 will be \$2,500. No organization will be awarded more than one Grant in any fiscal year. Fiscal Year 2019 commences July 1, 2018 and concludes on June 30, 2019. All grant funds must be expended in FY 2019.

Organizations Ineligible for this Grant Program

- Any organization receiving money from the City either directly or through another City grant program during the fiscal year.
- Any for-profit business or organization.

Restrictions

- Grant funds may not be used for the purchase of alcoholic beverages.
- Grant funds may not be used to pay City permit fees.
- All applicable State, County and City laws and regulations will apply to events funded by the Grant, including but not limited to:
 - Prince George's County Health Department food service rules and regulations.
 - City noise ordinance
 - Fire Prevention Code regulations (e.g., building occupancy capacity, open flame prohibitions/rules, fireworks prohibitions)
- If feasible, purchases should be made from businesses located within City limits.

¹ Eligible expenses are those expenses directly related to the operation of the program which is the subject of the request. Eligible expenses may include equipment. Eligible expenses do not include items such as advertising, utility costs, mileage, gas, or salaries of persons associated with the organization.

Location

All programs or events funded in whole or in part with a Youth Activities Grant should, to the greatest extent possible, take place within the corporate boundaries of the City of New Carrollton. The preferred locations of proposed programs include neighborhood parks (permits may be required from Maryland-National Capital Park and Planning Commission or the City), public or private parking lots (with the owner's written permission), or public or private open space (with the owner's written permission).

Applications

- All applications must be submitted on the prescribed form with all sections of the application completed. If sections or questions are not applicable, please indicate so with N/A. Incomplete applications will not be processed.
- Requested information may be provided as separate attachments provided they reference the appropriate section of the application.
- Project/event goals and objectives must be defined in the application.
- A Project budget must be included that contains both a narrative of need/justification and a breakdown of expenses.
- If the program or event existed previously, provide a history of prior effectiveness
- Applicant must submit non-profit certification with application.

Grant Application and Award Schedule

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|---|-------------------|
| • Grant Application availability posted | July 2, 2018 |
| • Grant Applications due by noon | December 31, 2018 |
| • Presentations to Council | January 16, 2019 |
| • Award of Grants | February 1, 2019 |
| • Disbursement of Funds | February 15, 2019 |

Application Submittal, Review and Approval

All grant applications must be submitted to the City Clerk by noon on December 31, 2018. Questions regarding the application, including its submittal, should be directed to the attention of the City Clerk, at 301-459-6100, or by email to city@newcarrolltonmd.gov. Applications will be reviewed by City staff and if necessary, an amendment to the application may be required. Upon review of the applications by City staff, staff will provide a recommendation to the City Administrator who will make the final decision.

Final Review and Grant Close-out

At the completion of the funded project/event a final review of the Grant will be conducted by the City of New Carrollton. The Applicant must submit the following to the City by July 31, 2019:

- A project narrative recapping the project success, issues and outcomes, including, but not limited to: number of attendees, number of partner firms/agencies, key outcomes, and next steps (if any).
- All Grant funds expended (only those expended in FY2019) documented with dated receipts/invoices
- All grant funds expended correlated to the approved project/event as presented in the original application

Note that funds that were not expended as approved, or that violate any of the tenets above, will be required to be repaid to the City by the Applicant.

Acknowledgement

I acknowledge that I have read and understand the submittal requirements, guidelines and final review process described above.

Name of Organization: _____

BY: _____
(Full name of signatory printed) (Title)

Signature

Date

**CITY OF NEW CARROLLTON
 APPLICATION FOR
 COUNCILMEMBER YOUTH ACTIVITIES GRANT
 FISCAL YEAR 2019
 (July 1, 2018 to June 30, 2019)**

- (A) Application Date: _____
- (B) Requested Amount: _____ (*Maximum amount: \$2,500.00*)
- (C) Application submitted by: _____
 (Name of individual and title)
- (D) Name of organization (this should be the proper and legal name as stated on your seal or charter):

- (E) Address: _____

- (F) Telephone Number: _____
- (G) Website Address, if any: _____
- (H) Nature of organization (e.g. private, non-profit, human services, promotional, advocacy):

- (I) Mission/Purpose of the organization [submit a one-paragraph history, including the organization’s mission and goals]. _____

- (J) Organization Leadership and Staff Roster. Please attach a roster of the organization’s officers and members of the board of directors (or comparable governing body) and of staff members.
- (K) Federal Tax I.D. #: _____ Tax Exempt: Yes ___ No ___
- (L) Date incorporated: _____ Incorporated as a non-profit: Yes ___ No ___
- (M) State Tax I.D. #: D-_____ (number from Maryland Department of Assessments and Taxation)

Please attach a current copy of each of the following: the official incorporation documents (if applicable), a copy of the State Tax I.D., and the IRS notification of tax-exempt status under Section 501(c)(3) of the U.S. Code (or related section) along with a completed, signed and dated IRS Form W-9.

(L) Director of Organization: _____
Name Title

Daytime Phone: _____ Email Address: _____

Contact Person: _____
Name Title

Daytime Phone: _____ Email Address: _____

(M) Proposed Use of Requested Grant Funds: Describe the intended use of the grant funds. Either after the questions below or on a separate page, provide sufficient details so that the City can readily associate the fund use(s) described here with the budget document provided by the grant applicant.

1. Who is the target population (i.e., who will benefit)? _____

2. What type(s) of service(s) and/or program(s) will be provided? _____

3. Where will the service(s) be provided and/or the program(s) be conducted: _____

4. Proposed schedule for the project? _____

5. How will the Grant funds be spent (describe briefly and attach a proposed project budget)?

6. What matching funds or in-kind contributions will the Applicant bring to the project?

(N) Hold Harmless: Grantee/Organization agrees to indemnify, defend and hold harmless the City and its elected officials and employees from and against any and all liability, loss, cost, injury, damage and other expenses (including reasonable attorneys' fees and court costs) that may be incurred by the City, its elected officials and/or employees or are claimed by any third person against it or them as a

result of the City funding the program for which grant funds are sought or any action or non-action taken in connection with the program or results of that program.

(O) Insurance Certificate: Attach to this Application is a copy of the Organization’s current insurance certificate for general liability, auto and worker’s compensation, if applicable.

(P) Certification: I hereby certify that the use of the funds requested herein shall not deviate from the purposes stated on the Grant Application without the prior written approval of the City of New Carrollton. I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to review by the City and will be administered in conformity with the purposes stated. I further agree that all financial records must be open and available to City officials upon request. Further, I hereby attest that the Applicant is in good financial standing with all public and private creditors and with no liens or judgements outstanding.

Name of Applicant

BY: _____
Signature

Date

Printed Name

Title