



City of Takoma Park Maryland **COMMUNITY GRANTS PROGRAM PROGRAM GUIDELINES**

The City of Takoma Park Maryland's Community Grants Program provides funding for a range of activities. Funds are awarded by the Takoma Park City Council following a competitive application process and evaluation by the Grants Review Committee.

PROGRAM GUIDELINES

Cultural and STEM Grants

This category includes projects, programs and events that contribute to the livability of Takoma Park, engage diverse populations, and strengthen the community's commitment to the arts, humanities and sciences. Examples of eligible projects include but are not limited to community festivals, public art installations, workshops, spoken word events, history or science lectures, film screenings or series, and S.T.E.M. (Science, Technology, Engineering, and Mathematics) related projects and events, etc.

Eligible Applicants	Nonprofit Organizations and Business Associations
Grant Awards	Minimum \$2,500 / Maximum \$15,000
Match Requirement	\$1 per \$1 grant award Match may include cash, in-kind donations or volunteer hours

Program and Operational Support Grants

Programming designed to have a long term impact, providing Takoma Park residents and organizations benefitting the residents of Takoma Park with the support and resources needed to address current or future challenges and develop sustainable skills needed to realize their full social, economic, and physical potential. Applicants are encouraged, though not required, to partner with other organizations and City Departments to leverage available resources. Examples of eligible projects include but are not limited to educational and mentoring programs, job training, microenterprise development, wellness and nutritional programs, energy conservation and environmental sustainability programs, and general operational support for community based or economic development organizations.

Eligible Applicants	Nonprofit Organizations, Business Associations, Registered Tenant Associations, Neighborhood Associations, Grassroots Community Groups, and Parent Teacher Associations
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Grant Awards	Minimum \$2,500 / Maximum \$30,000
Match Requirement	\$1 per \$1 grant award Match may include cash, in-kind donations or volunteer hours

Capital Project Grants

Funding for one time capital projects designed to advance Takoma Park's desire to create a vibrant and sustainable community that is economically efficient, environmentally sound, and socially equitable. Applicants are encouraged, though not required, to partner with City Departments in the development and implement of projects. Examples of eligible projects include but are not limited to construction of shared community facilities, development of community gardens, bicycle and pedestrian improvements, creation of public commons spaces, energy upgrades/retrofits, ADA improvements, etc. Requests for Capital Grant funds for projects primarily benefiting a for-profit enterprise or religious institution are not eligible for funding. Project must be located within the municipal boundaries of Takoma Park.

Eligible Applicants	Nonprofit Organizations and Business Associations
Grant Awards	Minimum \$5,000 / Maximum \$22,000
Match Requirement	\$1 per \$1 grant award Match may include cash or in-kind donations of materials

GENERAL TERMS AND CONDITIONS

Funding Priorities

Funding priority will be given to projects or programming which primarily benefits the residents of Takoma Park and includes one or more of the following elements:

- Provide services to at-risk populations;
- Engage diverse members of the community;
- Promote civic involvement by under-represented populations;
- Further the economic or environmental sustainability of the community;
- Are offered in partnership with another organization; or
- Are free and open to the public

Funding Limitations

An individual organization may not receive more than two grant awards per fiscal year.

Effective July 1, 2014, a maximum of three consecutive years of funding may be awarded for a specific grant activity undertaken by an organization or for general operational support awarded to a specific organization through the Program and Operational Support Grant

Program.

Match Requirements

A match is required for all grants and may include, unless otherwise noted, cash, donations of goods and professional services, and volunteer time. Volunteer time is valued at \$25.43 per hour as determined by Independent Sector.

Living Wage Requirements

All business associations and nonprofit grant recipients, regardless of the amount of the grant award or their individual exemption status, are required to pay each employee assigned to the approved project or program a living wage as determined by City Code, Chapter 7.08 Article 5 [Living Wage Requirement](#).

Reporting Requirements

Grant recipients will be required to provide at least a quarterly accounting of all grant activity. A final narrative, due upon completion of approved project or programming, is required.

Grant recipients will be required to submit documentation of all grant expenditures (invoices, cancelled checks, etc.) and required match (receipts, award letters, volunteer time sheets, copy of checks, etc.).

Disbursement of Grant Funds

The disbursement of grant funds will be negotiated on a case by case basis and may include reimbursement of expenditures by grantee, direct payment to vendors, or quarterly disbursement of grant funds following submission of required reports.

APPLICATION PROCESS

A Letter of Intent is required of all applicants. If selected for further consideration, the applicant will be contacted by the Grants Review Committee and invited to submit a full application for funding. Applications will be evaluated based on established funding priorities, program guidelines and available funding. Recommendations of the Grants Review Committee will be forwarded to the City Council for consideration. Unsolicited applications will not be considered.

The final determination of awards is the sole responsibility of the Takoma Park City Council.

FOR ADDITIONAL INFORMATION CONTACT

City of Takoma Park Housing and Community Development Department
301.891.7119 / housing@takomaparkmd.gov