



**CITY OF TAKOMA PARK, MARYLAND
FY15 COMMUNITY GRANTS PROGRAM**

CULTURAL AND STEM GRANT APPLICATION

Applicant Name: _____

Mailing Address: _____

Contact Person/Title: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Website (If any): _____

Type of Organization: ☐ Nonprofit Organization Federal EIN: _____
☐ Business Association Date of Incorporation: _____

Name of Project: _____

Nature of Project (Check one):

- | | |
|--|--|
| <input type="checkbox"/> Community Festival | <input type="checkbox"/> Series (music, film, lecture, etc.) |
| <input type="checkbox"/> Public Art Installation | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Single Event | <input type="checkbox"/> Other _____ |

Total Project Budget: \$ _____ Amount of Grant Request: \$ _____

CERTIFICATION

As, the authorized representative of the Applicant, I have completed or directed the completion of this application for the City of Takoma Park Community Grants Program and confirm that the information contained herein is true and correct to the best of my knowledge, information and belief.

Signature

Date

Printed Name

Title

PART I. PROJECT SUMMARY (limit 10 pages)

Name of Project:

A. Describe your project. Be specific. (For example: Who will be involved in the development of the project? How long would it take to implement? When or how frequently would it be offered? Where would it be held?)

B. How does the project further the mission and long term goals of your organization?

C. Briefly explain how the project will contribute to the livability of Takoma Park, engage diverse populations, and/or strengthen the community's commitment to the arts, humanities, or the sciences.

D. Briefly describe past programming offered by the organization and how effective it has been. Does the project differ from past efforts of the organization or is it a continuation of existing programming?

E. Is this a collaborative project involving other organizations? If so, please describe the role of the organization(s) participating in the planned collaboration.

F. Will volunteers be used to implement the project? If so, how will they be recruited and engaged in the project? How successful has the organization's efforts to recruit volunteers been in the past?

G. Identify your target audience and describe how the project will meet their needs.

H. How will you market the project to your target audience? Up to three pieces from past marketing campaigns may be included with the application.

I. Identify and describe the methods to be used to evaluate this project (questionnaire, interview, survey, observation)? How will you know if it is successful?

PART II. PROJECT GOALS / PERFORMANCE MEASURES (limit 1 page)

Name of Project:

List your project goals, the steps that will be taken to reach your goal, and identify how you will determine if you have been successful in reaching your goal(s).

Additionally, please include a preliminary project schedule with your application.

GOALS <i>"What do you want to achieve?"</i>	SERVICE DELIVERY ACTIVITIES <i>"How will you achieve this goal?"</i>	PERFORMANCE MEASURES <i>"How will you verify success?"</i>

PART III. PROJECT BUDGET

Name of Project: _____

A. EXPENSES (FOR THIS PROJECT)

<i>Personnel (administrative, artistic, and technical staff)</i>		
	<i>Total</i>	
<i>Outside Professional Services</i>		
	<i>Total</i>	
<i>Other Fees & Services</i>		
<i>Marketing</i>		
<i>Space Rental</i>		
<i>Miscellaneous Expenses</i>		
	TOTAL PROJECT EXPENSES	

B. INCOME (FOR THIS PROJECT)

<i>Matching Funds</i>	<i>Specific Source of Funds</i>	<i>Amount</i>
<i>Revenue (may be projected)</i>		
Admissions		
Contracted/Other Revenue		
Other Revenue		
<i>Sponsorships and Donations</i>		
Corporate/Foundation		
Other Private Support		
In-Kind Donations		
<i>Government Grants (DO NOT include requested Cultural and STEM grant)</i>		
Federal		
State/Regional		
Local		
<i>Applicant</i>		
Cash		
Volunteer	hours x \$25.43 per hour	
	Total Matching Funds	
	Community Grant Amount Requested	
	Total Project Income	

C. COMMUNITY PARTICIPATION

- Projected number of participants/audience: _____
- Projected number of Takoma Park residents attending/participating: _____
- Will the project be open to the general public? YES ☐ NO ☐
- Anticipated admission or registration fee: Adults \$_____ Students \$_____



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**CULTURAL AND STEM GRANTS
APPLICATION CHECKLIST**

Please be sure to use the checklist to assure that all required documents are included with your application. The City reserves the right to reject any application deemed to be incomplete.

REQUIRED SUBMISSIONS

These items are required for a complete application

- ☐ Cover Sheet with authorizing signatory
- ☐ Part I. Project Summary (limit 10 pages)
- ☐ Part II. Project Goals and Performance Measures (limit 1 page)
- ☐ Part III. Project Budget
- ☐ Listing and brief bio of key staff members
- ☐ Resumes of participating presenters, performers, and/or artists
- ☐ Letters of support from listed participants, partner organizations and funders
- ☐ Preliminary Project Schedule
- ☐ Membership listing of current Board of Directors
- ☐ Certificate of Good Standing from State of Maryland
- ☐ IRS Letter documenting applicant's 501(c)3 nonprofit status (if applicable)
- ☐ W-9 Taxpayer Identification and Certification
- ☐ City of Takoma Park Living Wage Certification
- ☐ City of Takoma Park Nuclear Free Certification
- ☐ IRS Form 990 Return of Organization Exempt from Income Tax
- ☐ Audited Financial Statement or Account Statement

- ☐ Completed application and all supporting documentation must be submitted electronically to SaraD@takomaparkmd.gov before the established deadline. An email confirming receipt of your application will be sent to you within 24 hours.