



City of Takoma Park, Maryland

# COMMUNITY GRANTS PROGRAM PROGRAM GUIDELINES

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The City of Takoma Park'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

### Purpose

The Community Grants program is designed to provide financial support for specific programs, projects and events that improve residents' quality of life by providing greater access and opportunities for participation in the arts and sciences.

### Targeted Beneficiaries

The primary focus of the proposal must be on providing benefit to individuals and households with low and moderate incomes, defined as 80% of the Area Median Income (AMI) as determined by the U.S. Department of Housing and Urban Development. Specifically, at least 51% of participants must meet these income requirements. In addition, at least 75% of the participants must be residents of Takoma Park.

### Eligible Projects

Eligible projects include arts and humanities focused projects and events; Science, Technology Engineering and Math (STEM) programs and events; and innovative economic development projects. Examples of eligible project include: science and/or math clubs, robotics clubs, computer programming classes, concert and film series, public art, maker spaces, and technology-based internship and/or apprenticeship programs.

### Eligible Applicants

Funding is available to nonprofit organizations and business associations. The use of a fiscal agent is permitted for those organizations that have applied for but not yet secured their 501c3 determination from the IRS. Individuals and for profit enterprises are not eligible for funding.

### Grant Awards

Minimum grant award: \$5,000 / Maximum grant award: \$10,000

### Match Requirement

A minimum of \$1 per \$1 match is required. The required match must be documented and may include cash, in-kind donations or volunteer hours. Volunteer time is valued at \$26.64 per hour as determined by [Independent Sector](#) for the State of Maryland. This figure will be updated in April 2017.

### Funding Limitations

Grants will be awarded for a period not to extend 12 months. Applicants are limited to one grant award per funding cycle.

## **GENERAL TERMS AND CONDITIONS**

### 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

Both grantees and partners 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.

### 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.

Funds are available on a reimbursement basis only. Grant recipients will be required to submit original documentation of all grant expenditures and required match contributions.

## **APPLICATION PROCESS**

A Letter of Inquiry 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. Unsolicited applications will not be considered. 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. The final determination of all grant 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 / [grants@takomaparkmd.gov](mailto:grants@takomaparkmd.gov)