

Worksession

Agenda Item #	9
Meeting Date	February 23, 2009
Prepared By	Jessie Carpenter City Clerk
Approved By	Barbara B. Matthews City Manager

Discussion Item	Council Grant Program
Background	<p>The City Council has expressed interest in developing a formalized grant program to address funding requests from community organizations and other external sources. Staff has developed a draft application and program description for Council review.</p> <p>The draft includes the Council’s three prioritized goals as a basis for the program and assumes that all requests must fit within the goals.</p> <p>The proposal anticipates that grants will require at least 50% matching funding from other sources or that City funding must be used to leverage funding from other sources. Volunteer hours and in-kind services or donations may be used to match City funds.</p> <p>The program contemplates that groups may receive a maximum of three years of funding through the program (with an application required for each year).</p> <p>Applications would be reviewed and prioritized by a committee comprised of three City staff and three Takoma Park residents. After the review, the committee would make a recommendation to the City Council.</p>
Policy	The City Council determines how funds are expended and the services to be provided by City government.
Fiscal Impact	The FY 2009 budget includes \$5,000 in grant funding for non-profit and other community organizations.
Attachments	<ul style="list-style-type: none"> Draft Grant Program and Application
Recommendation	Staff recommends that the Council discuss and provide direction regarding the establishment of a community grant program and provide direction as to how to proceed for FY 2009.
Special Consideration	The Council has provided a number of large grants in recent years for programs such as the Mosaic Project, the OTBA Main Street program, and the Crossroads Farmers Market. The Council should consider whether these types of grants would be awarded under this new grant program or submitted in some alternative fashion.

**CITY OF TAKOMA PARK, MARYLAND
CITY COUNCIL GRANTS PROGRAMS**

The City of Takoma Park strives to be the leading forward-thinking inclusive community in the Washington, DC, Metro area. The city wants to attract and retain a wide range of residents who are interested in being active participants in an integrated community that is diverse in cultures, ideas, and means. Takoma Park has achieved many aspects of this vision, but more work can be done. To achieve this goal, this community must take advantage of the many great assets of the city: our proximity to good transit, the historic nature of our town, its walkability, our talented city employees, and our engaged and hard working residents.

As our community considers the actions required to meet this goal, we must also recognize that the City of Takoma Park cannot and should not do it all. Other governmental agencies, institutions, community organizations, and residents help make our community the special place it is—they provide services and take actions that have value in the community. Where others provide services that advance the vision for our community, we should value this contribution. When it is necessary and appropriate for the City of Takoma Park to take action to advance the vision, then that action should be incorporated into the city's plans and budget. Determining what to do and how to implement this will require all of us -- residents, elected officials, city employees, and other stakeholders -- to listen to each other more closely and to work even harder together. This will also require tough choices and the commitment to focus the limited resources we have on the efforts that will best help us achieve our vision.

The city council believes that we must work in partnership with city residents, community organizations, non-profits, the business community, and other governmental agencies to achieve our vision. The city council is focused on three high level **prioritized goals**:

Sustainability – Ensure a Takoma Park that is fiscally, environmentally, and economically sustainable.

Livable Community – Create and maintain a livable community that is vibrant, healthy, and safe, with convenient transportation for all of its residents.

Engaged, Responsive, and Service-Oriented Government – Ensure the delivery of high quality city services. The City needs to understand the community's needs, be responsive to these needs, and measure success in meeting those needs.

PURPOSE

The City Council has established a grant program to work in partnership with the community to help achieve the three prioritized goals. The Community Grants Program is the mechanism the Council will use to consider all external funding requests before inclusion in the City budget. The program will provide a clear, transparent, formalized process for supporting community initiatives.

ELIGIBILITY

Projects must directly benefit the Takoma Park community. The Council will consider a broad range of requests, but all grant proposals must address how the project will fit within the Council's prioritized goals.

EVALUATION

Applications will be reviewed by a committee of six, comprised of three City staff members and the three Takoma Park residents who serve on the City's CDBG Community Advisory Committee.

Projects will be evaluated on the following criteria:

- How well the project advances the Council's goals as stated in the Strategic Plan
- The degree of benefit to the Takoma Park community
- Project readiness
- Ability to measure success of project

SCHEDULE

Applications will be accepted annually.

Deadline for Applications: March 1

Committee Review: Completed by March 31

Recommendations to Council: April 1

Awards Granted: Incorporated in the next fiscal year budget

Grants require receipt of at least 50% matching funds from other sources or City funding must be used to leverage funding from other sources. Volunteer hours and in-kind services or donations may be used to match City funds.

Funds are granted on a fiscal year basis (July 1 – June 30).

CITY OF TAKOMA PARK, MARYLAND
COMMUNITY GRANTS PROGRAMS

General Information

Organization Name _____

Organization Address: _____

City/State/Zip: _____

Program Name (if different): _____

Contact Person/Title: _____

Telephone Number: Day: _____ Evening: _____

FAX Number: _____

E-mail Address: _____

Use of Grant Funds:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of Takoma Park Council Grant Program and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Signature/Date

Signature/Date

Printed Name/Title

Printed Name/Title

ORGANIZATIONAL STRUCTURE

Number of current board members _____

<u>Name</u>	<u>Title</u>	<u>Term</u>	<u>Address</u>
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In what year did the organization begin operating?

In what year did this program begin operating?

Is the organization incorporated? If so, in what state?

Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization?
If so, under what section of 501(c)?

Federal Identification Number (if any):

Is this organization in compliance with all applicable federal, state and county laws and regulations?

Staffing Profile: Identify the number and position/title of staff used to administer this program:

List Positions/Titles:

How many volunteers are used to administer this program?

FUNDING SUMMARY:

Grant request:

Funds secured from other sources (include status of funding/amount/source)

Additional funds yet to be secured:

Total program revenues:

OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement:

Identify the issue or need that this program will address in Takoma Park.

Identify the target recipients of the program.

Identify the number of Takoma Park residents to be directly affected or served (if applicable).

2. Program Summary: Briefly describe the purpose of the program and the services or activities to be provided.

3. Program Impact: List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit from the program?

4. Program Action Plan: Briefly describe each activity to be provided by your program to meet the desired outcomes. If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Be specific.

5. Program Evaluation: Identify and describe the methods to be use to evaluate this program (questionnaire, interview, survey, observation)? How will you know if the program is successful?

6. Organization Evaluation: Briefly describe one or two similar programs your organization has undertaken and provide an assessment of their effectiveness.

7. Collaboration: Is this a collaborative program involving other organizations? If so, please provide further information.

BUDGET

Provide a detailed budget for the program or project. Include revenues and expenses.