

**CITY OF TAKOMA PARK, MARYLAND
SMALL COMMUNITY GRANT PROGRAM
APPLICATION
FISCAL YEAR 2012**

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: _____

Amount Requested:

Use of Grant Funds:

Maintain Existing Program Expand Existing Program Start New Program

Fund Discrete Project

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of Takoma Park Small Community 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

A. OVERVIEW OF PROGRAM OR PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:

1. Program/Project Summary: Provide a brief summary of the program or project.

1A. Funds requested: \$ _____

2. Address how the program or project fits within the Strategic Plan and Council Priorities.

3. Need Statement:

- Identify the issue or need that this program or project will address in Takoma Park.
- Identify the target recipients.
- Identify the number of Takoma Park residents to be directly affected or served (if applicable).

4. Program/Project Impact: List the anticipated outcomes. What will change as a result of this program or activity? How will the community benefit?

- 4A. Will this program or activity increase community engagement? Explain.
- 4B. Will the program result in the formation of a new neighborhood or tenant association or will it be done in partnership with an existing association?

5. Action Plan: Briefly describe each activity to be conducted 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.

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

7. Organization Evaluation: Briefly describe one or two similar programs or projects your organization has undertaken and provide an assessment of their effectiveness. If the organization has not undertaken programs or projects, you may respond to this question by addressing the experience of the officers or project leaders.

8. Are you prepared to complete your program or project by June 30, 2012?

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

9.

B. ORGANIZATIONAL STRUCTURE*

1. Number of current officers or board members _____

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

3. In what year did this program begin operating?

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

5. 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):

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

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

List Positions/Titles:

How many volunteers are used to administer this program?

*For the Small Community Grant Program, funds are paid on a reimbursement basis after completion. There is not a requirement that there be a formal organizational structure or staff to be eligible for grants.

B. FUNDING SUMMARY:

1. Grant request:
2. Funds secured from other sources (include status of funding/amount/source):
3. Additional funds yet to be secured:
4. Estimated number of volunteer hours (provide number of hours x \$20.25):
5. Value of other in-kind donations (provide details):
6. Total program revenues:

D. BUDGET

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

E. TIME LINE

Provide a detailed time line for completion of the program, project, or activity. The project must be completed and funds must be expended within the 2012 fiscal year (by June 30, 2012).