



**CITY OF TAKOMA PARK, MARYLAND**  
**SMALL COMMUNITY GRANT PROGRAM**

**Fiscal Year 2012**

**Ending June 30, 2012**

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 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 can be achieved. The community must take advantage of the many great assets of the City: our proximity to good transit, great schools, the historic nature of our town, its ethnic diversity, 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 the actions of others advance our vision for our community, we should value their 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. 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 shared vision for Takoma Park.

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**:

**Sustainable Community** – 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 Council and City need to understand the community's needs, be responsive to these needs, and measure progress in meeting those needs.

Many of the strategies or priority projects in this plan could reside under more than one of these high-level goals. The City Council is excited and energized to embark on this journey with the residents and stakeholders of this community to make the City of Takoma Park a vibrant and healthy place in which to live, work, play, and learn.

- *Executive Summary of the Strategic Plan*

## **PURPOSE OF THE SMALL COMMUNITY GRANT PROGRAM**

The City Council has established a Small Community Grant Program to work in partnership with the community to help achieve the three prioritized goals. Funding in the amount of \$7,500 has been allocated for the Small Community Grant Program in FY 2012. The program will provide a clear, transparent, formalized process for supporting community initiatives.

## **SCOPE AND ELIGIBILITY**

Applicants may request funding for specific projects, to sustain existing programs, or to start new programs.

**Stormwater projects on private property are not eligible for funding under this program.**

Applicants must show how the project or program directly benefits the Takoma Park community. The Council will consider a broad range of requests, but all grant proposals must describe how the project or program will address the Council's Strategic Plan.

Through this program, the Council seeks to encourage creative thinking about how to advance its goals and to foster the development of new ideas to solve our common problems. Grants may be used as seed money to start new programs. There is no minimum request; small requests for funding of discrete projects are encouraged. The maximum amount of each grant is \$2,500.

The Council is particularly interested in projects that increase community engagement and result in the formation of new neighborhood or tenant associations, or that are done in partnership with and serve to strengthen existing associations.

Grants require a 100% match from other sources. Volunteer hours and in-kind services or donations may be used to match City funds. (Volunteer hours are valued at the rate of \$21.36/hour.)

## **EVALUATION OF APPLICATIONS**

Applications will be reviewed and ranked by a committee of Takoma Park residents appointed by the City Council. The evaluations and rankings will be provided to the City Council. The Council will authorize grants by adoption of a resolution.

Requests will be evaluated on the following criteria:

- How well does the project or program advance the Council's goals as stated in the Strategic Plan?
- What is the level of benefit to the Takoma Park community?
- Will the project or program increase community engagement?
- Will the project or program result in the formation of new neighborhood or tenant associations, or will it be done in partnership with and serve to strengthen existing associations?
- Is the organization able to carry out the program or project within the estimated time frame (completed by June 30, 2012)?

- Is the organization ready to begin the program or project?
- Is the organization able to measure the success of the program or project?
- If the grant is for a new or ongoing program, is there a plan to become self sustaining?
- Has the program or project received prior funding from the city? If so, were reports and final evaluation submitted on time?
- Does the application provide evidence of ability to obtain matching funds, in-kind donations or volunteer hours?

#### **SCHEDULE\***

#### **FY 2012**

- Deadline for Applications: February 8, 2012
- Grants Awarded: Approximately March 5, 2012

\*All projects must be completed by June 30, 2012.

#### **REPORTING AND PAYMENT**

Grantees will be expected to provide a final report detailing the activities funded along with a final financial report before payment is made by the City.

#### **Submit applications before the deadline to:**

Jessie Carpenter, City Clerk  
City of Takoma Park  
7500 Maple Avenue  
Takoma Park, Maryland 20912

Telephone: 301-891-7267  
E-mail: [JessieC@takomagov.org](mailto:JessieC@takomagov.org)